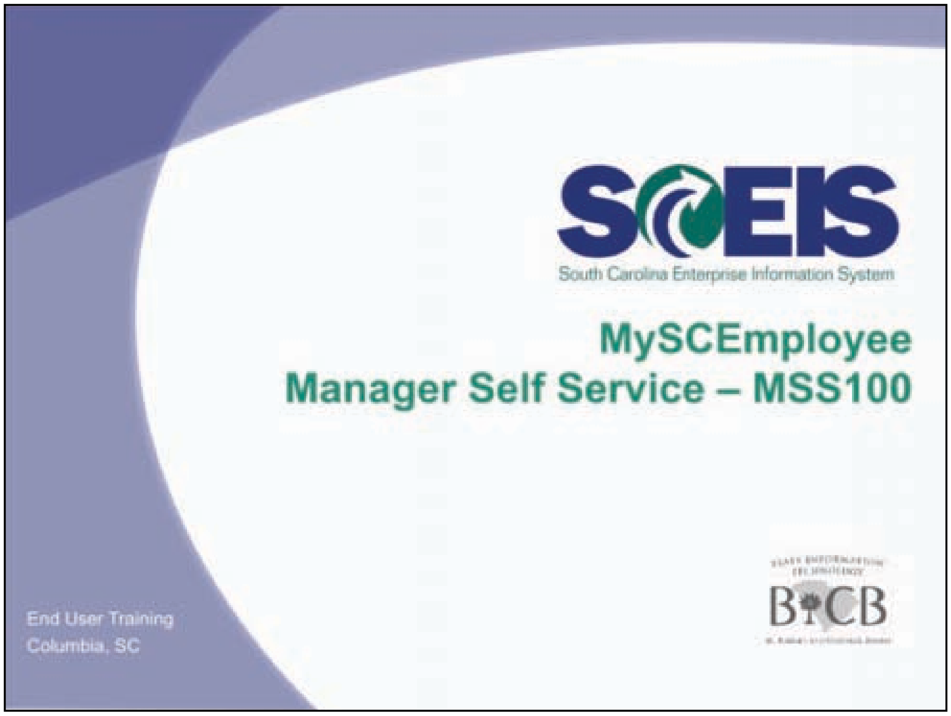
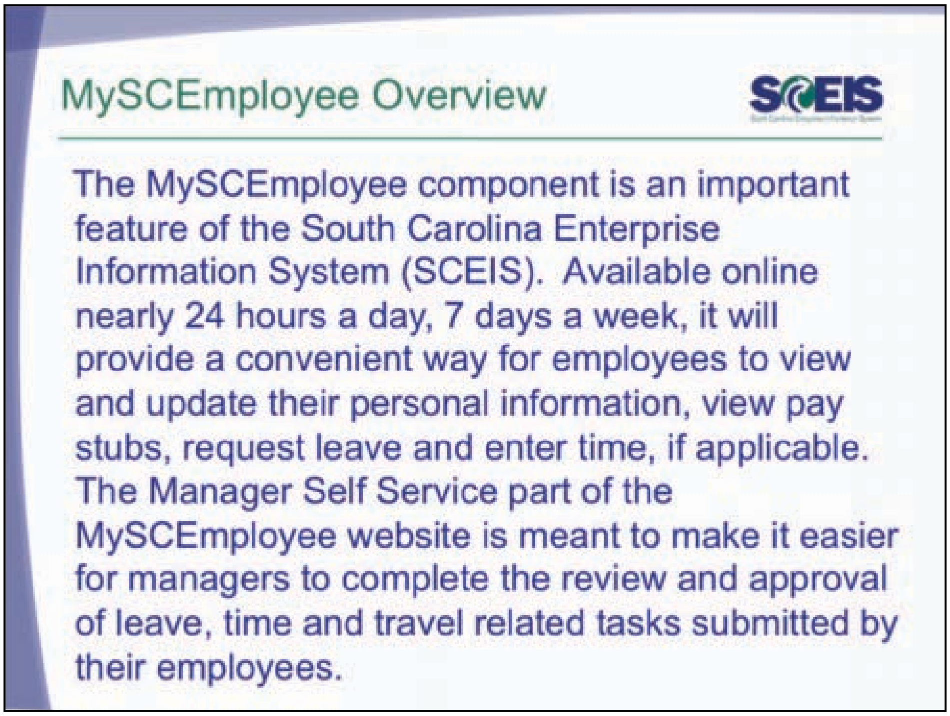
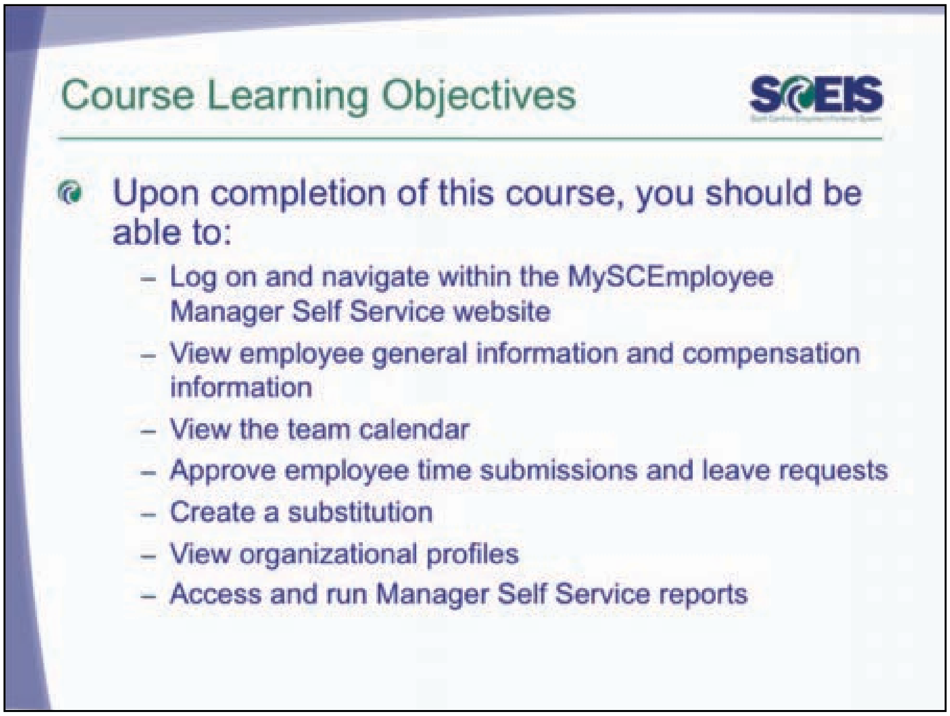


Welcome to MySCEmployee MSS100 – Manager Self Service. This course will provide state managers and supervisors with the terms, concepts, knowledge and skills associated with using the MySCEmployee Manager Self Service website.

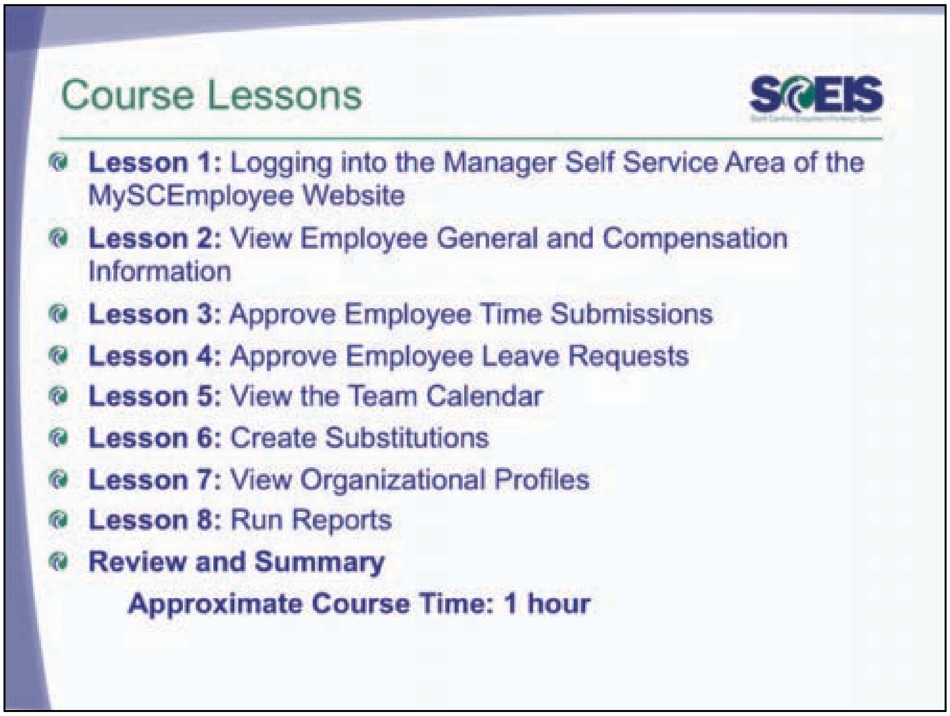


The MySCEmployee component is an important feature of the South Carolina Enterprise Information System (SCEIS). Available online nearly 24 hours a day, 7 days a week, it will provide a convenient way for employees to view and update their personal information, view pay stubs, request leave and enter time, if applicable. The Manager Self Service part of the MySCEmployee website is meant to make it easier for managers to complete the review and approval of leave, time and travel related tasks submitted by their employees.



Upon completion of this course, you should be able to:

- Log on and navigate within the MySCEmployee Manager Self Service website
- View employee general information and compensation information
- View the team calendar
- Approve employee time submissions and leave requests
- Create a substitution
- View organizational profiles
- Access and run Manager Self Service reports



This course includes the following lessons:

Lesson 1: Logging into the Manager Self Service Area of the MySCEmployee Website

Lesson 2: View Employee General and Compensation Information

Lesson 3: Approve Employee Time Submissions

Lesson 4: Approve Employee Leave Requests

Lesson 5: View the Team Calendar

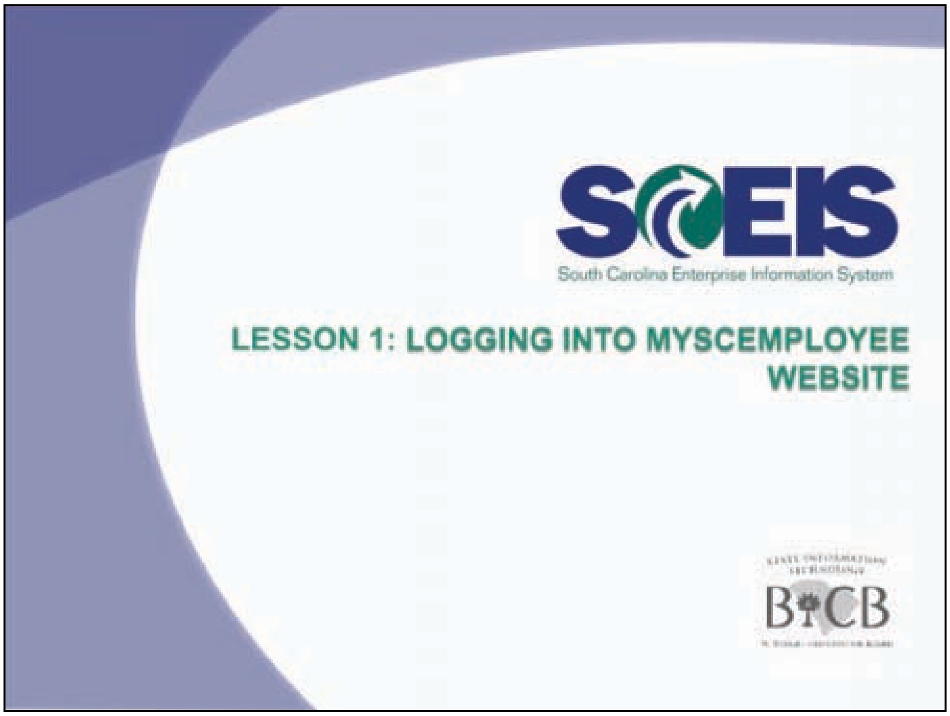
Lesson 6: Create Substitutions

Lesson 7: View Organizational Profiles

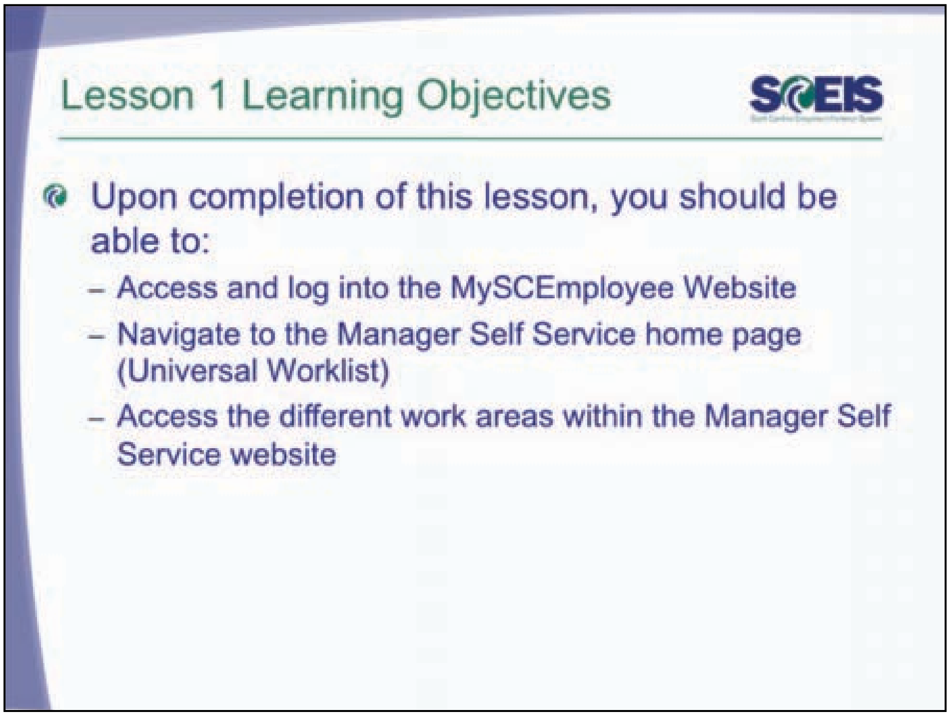
Lesson 8: Run Reports

Review and Summary

Please note that all managers should also complete the MySCEmployee Employee Self Service – ESS100 to course to learn how to perform their own administrative tasks in support of life and work events including submitting a leave request, viewing pay statement, and updating personal information.



LESSON 1: Logging into MySCEmployee Website



Lesson 1

Upon completion of this lesson, you should be able to:

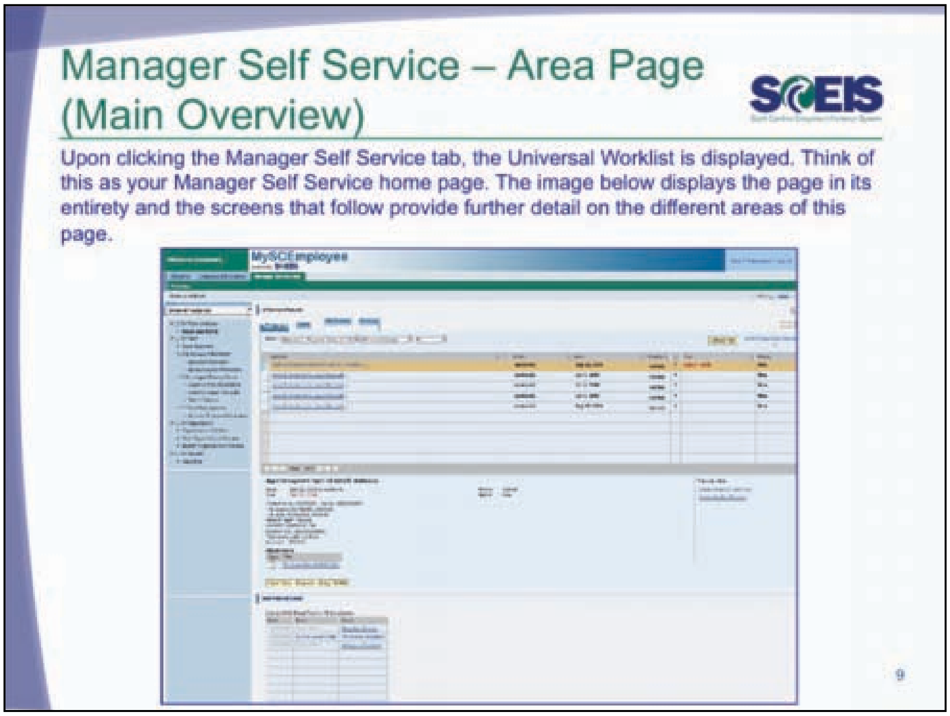
- Access and log into the MySCEmployee website
- Navigate to the Manager Self Service home page (Universal Worklist)
- Access the different work areas within the Manager Self Service area on the MySCEmployee website

To access the MySCEmployee website:

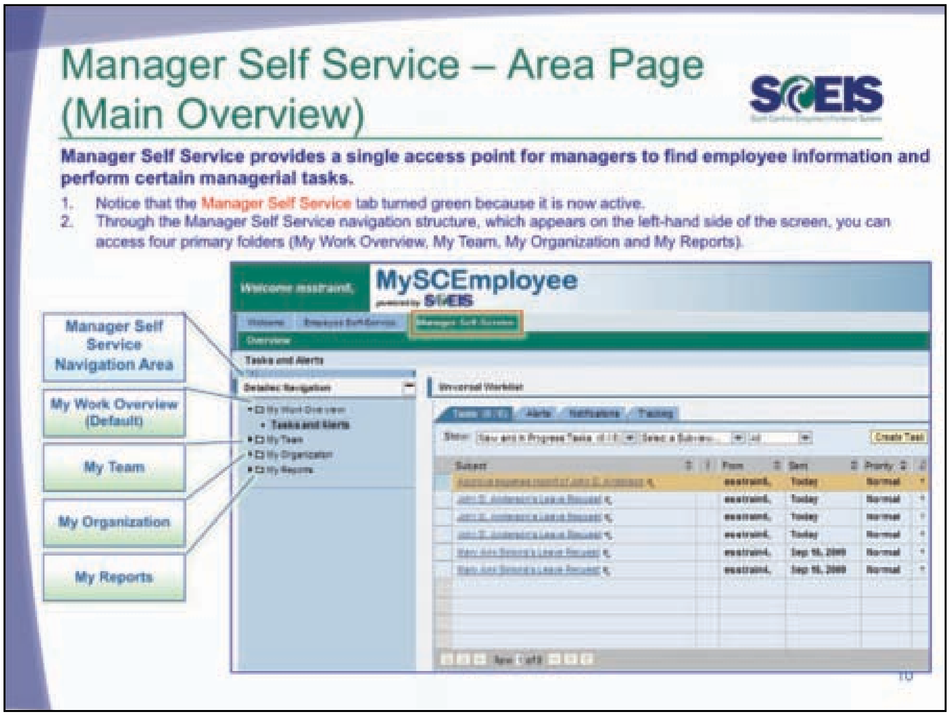
1. Using your web browser (e.g. Internet Explorer) type https://myscemployee.sc.gov
2. Enter your User ID and Password, which will be provided prior to your agency's go-live date, in the areas indicated. You will use the same User ID and Password for Manager Self-Service that you use for Employee Self-Service
3. Click the Log On button to be directed to MySCEmployee

Note: This link is not currently active. Once your agency goes live with the system and you are in receipt of your user ID and Password, you will then be able to go to the log-on screen to enter your information

Managers access the website just like employees, the only difference is that managers will see a Manger Self Service tab next to the Employee Self Service tab. Click the Manager Self Service tab to access Manager Self Service.

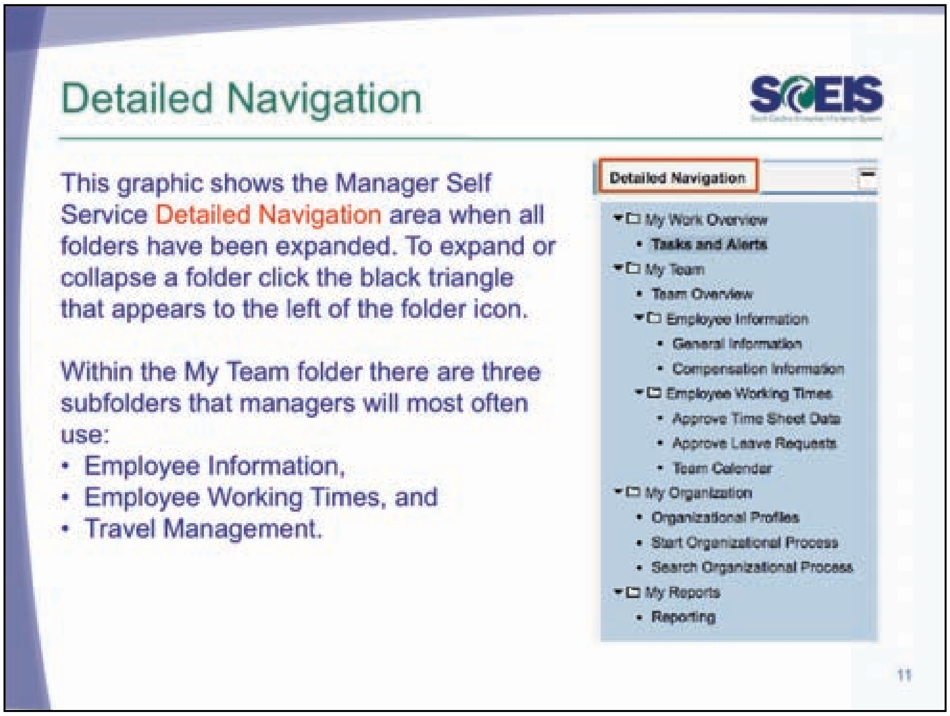


Upon clicking the Manager Self Service tab, the Universal Worklist is displayed. Think of this as your Manager Self Service home page. The Manager Self Service area page contains a lot of information. The image below displays the page in its entirety and the screens that follow provide further detail on the different areas of this page.



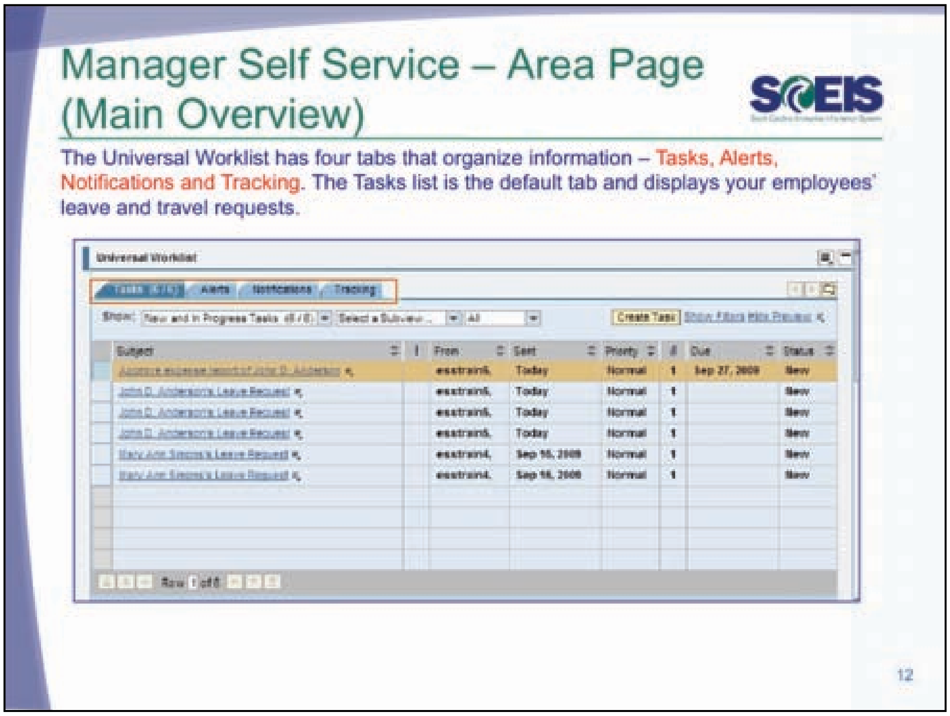
Manager Self Service provides a single access point for managers to find employee information and perform certain managerial tasks.

1. Notice that the Manager Self Service tab turned green because it is now active.
2. Through the Manager Self Service navigation structure, which appears on the left-hand side of the screen, you can access four primary folders (My Work Overview, My Team, My Organization and My Reports).

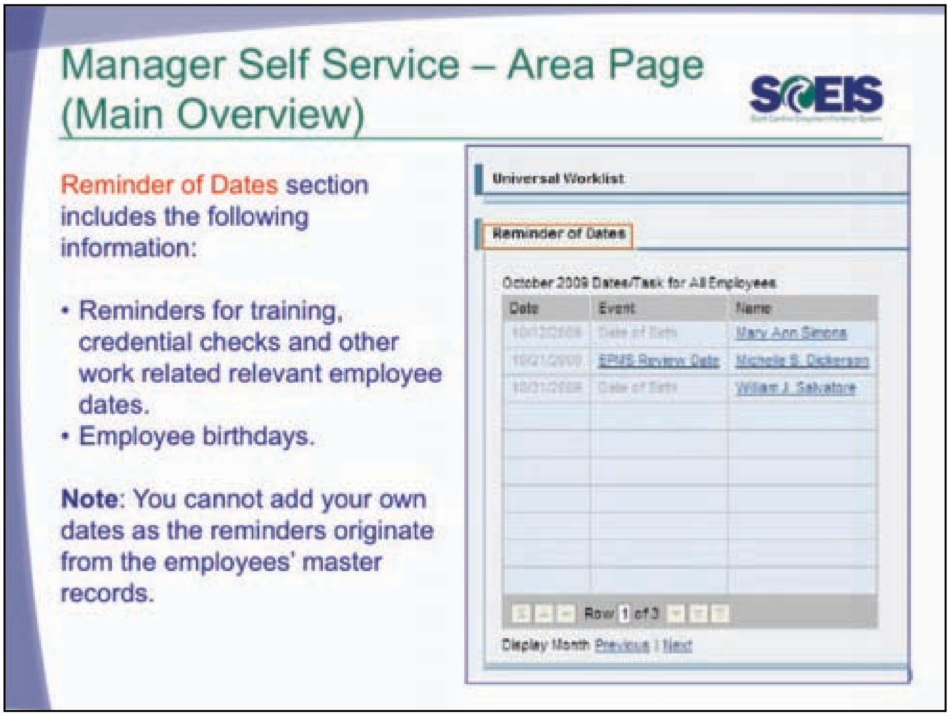


This graphic shows the Manager Self Service Detailed Navigation area when all folders have been expanded. To expand or collapse a folder click the black triangle (node) that appears to the left of the folder icon.

Notice in the My Team folder there are three subfolders that managers will most often use (Employee Information, Employee Working Times and Travel Management) .



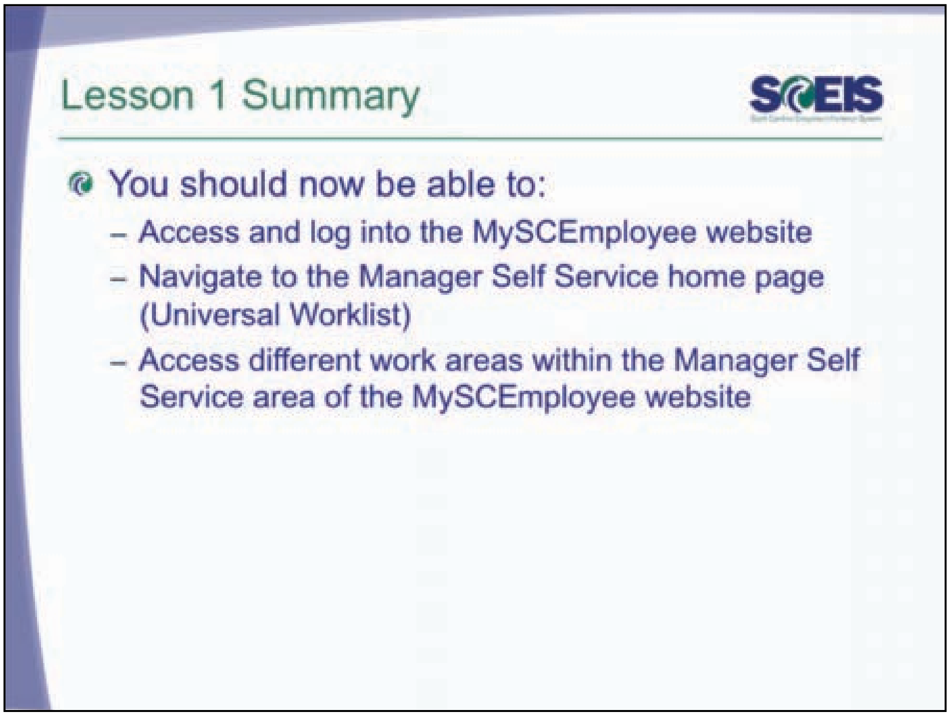
The Universal Worklist has four tabs that organize information – Tasks, Alerts, Notifications and Tracking. The Tasks list is the default tab and displays your employees' leave and travel requests.



Reminder of Dates, found at the bottom of the Universal Worklist alerts you of the following information:

- Reminders for training, credential checks and other work related relevant employee dates.
- Employee birthdays.

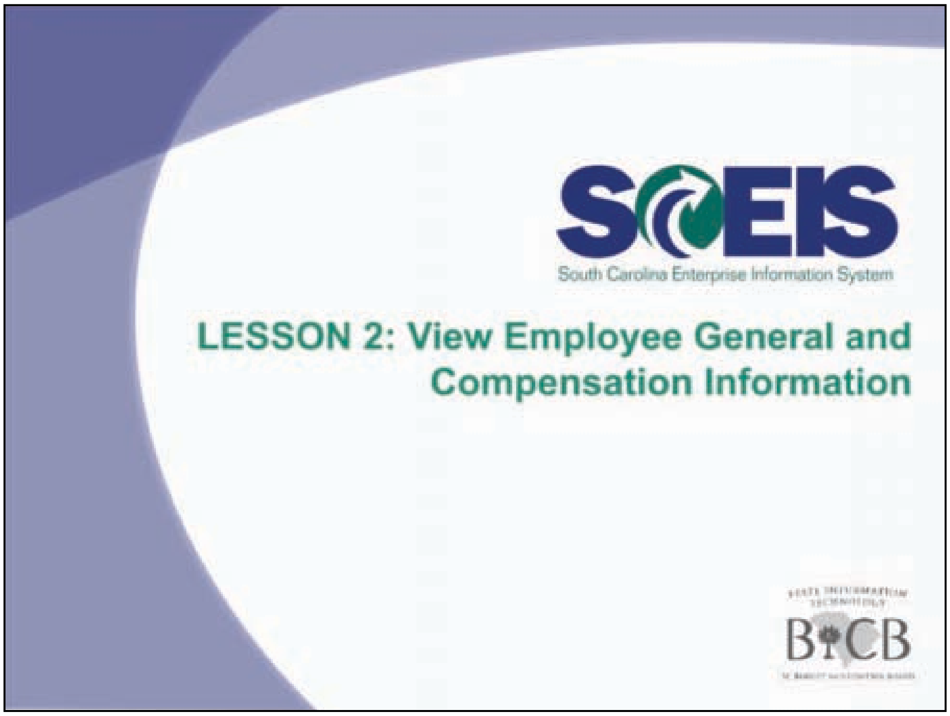
Note: you cannot add your own dates as the reminders originate from the employees' master records.



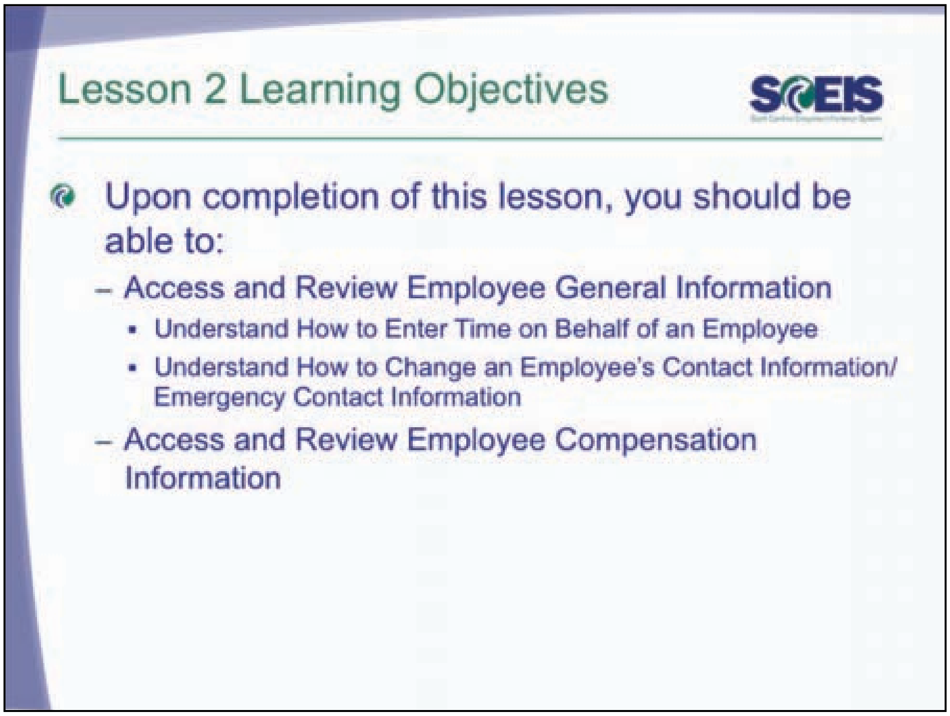
Lesson 1 Summary

You should now be able to:

- Access and log into the MySCEmployee website
- Navigate to the Manager Self Service home page (Universal Worklist)
- Access different work areas within the Manager Self Service area of the MySCEmployee website



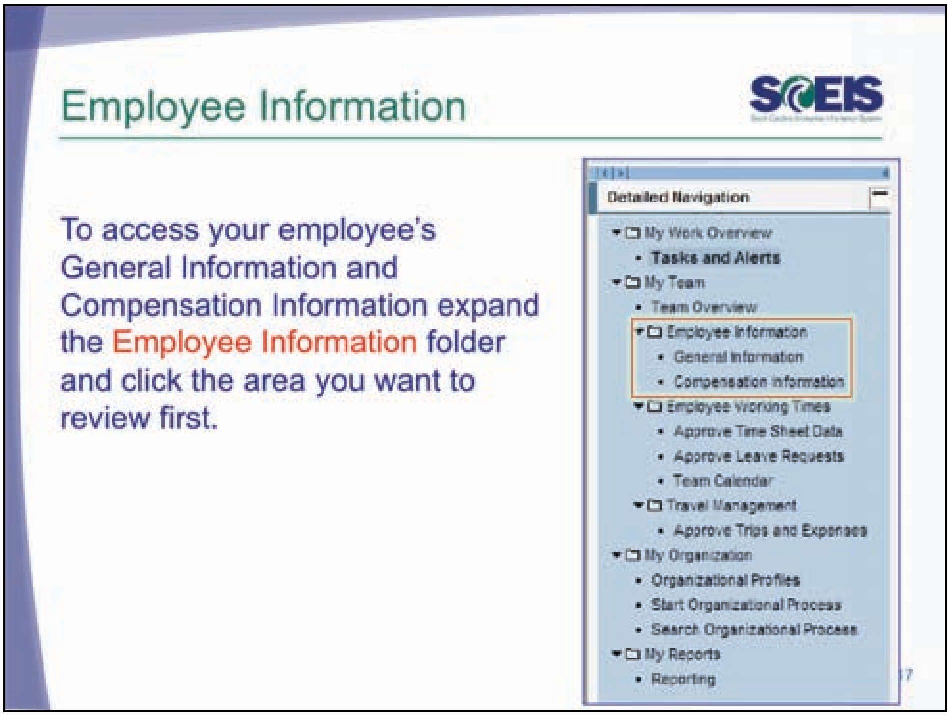
LESSON 2: View Employee General and Compensation Information



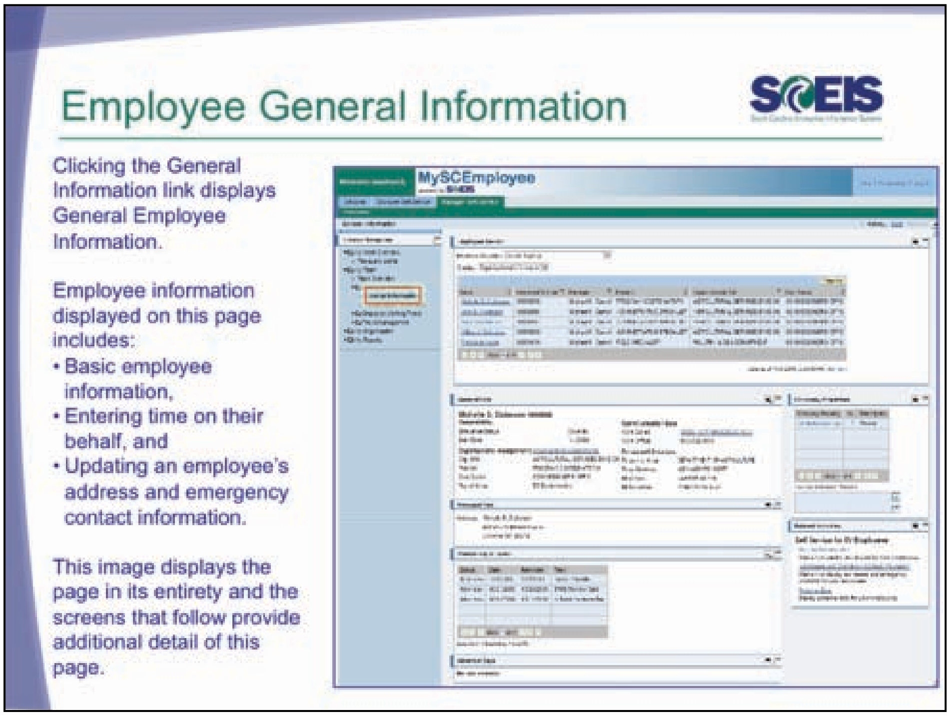
Lesson 2 Learning Objectives

Upon completion of this lesson, you should be able to:

- Access and Review Employee General Information
    - Understand How to Enter Time on Behalf of an Employee
    - Understand How to Change an Employee's Contact Information/Emergency Contact Information
- Access and Review Employee Compensation Information



To access your employee's General Information and Compensation Information expand the Employee Information folder and click the area you want to review first.

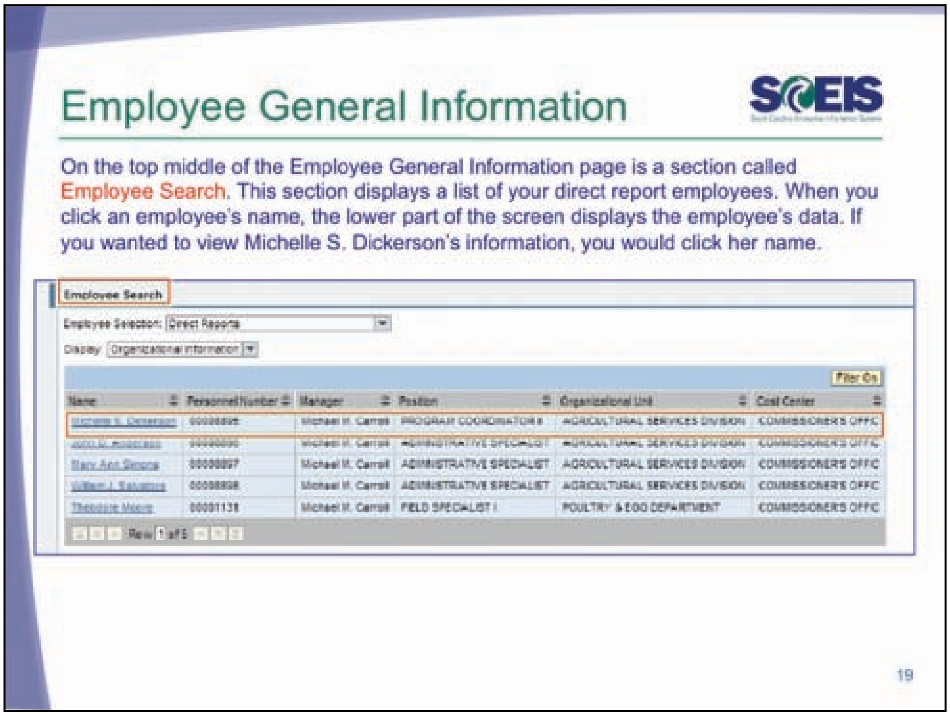


Upon clicking the General Information link from the Detailed Navigation area, General Employee Information is displayed.

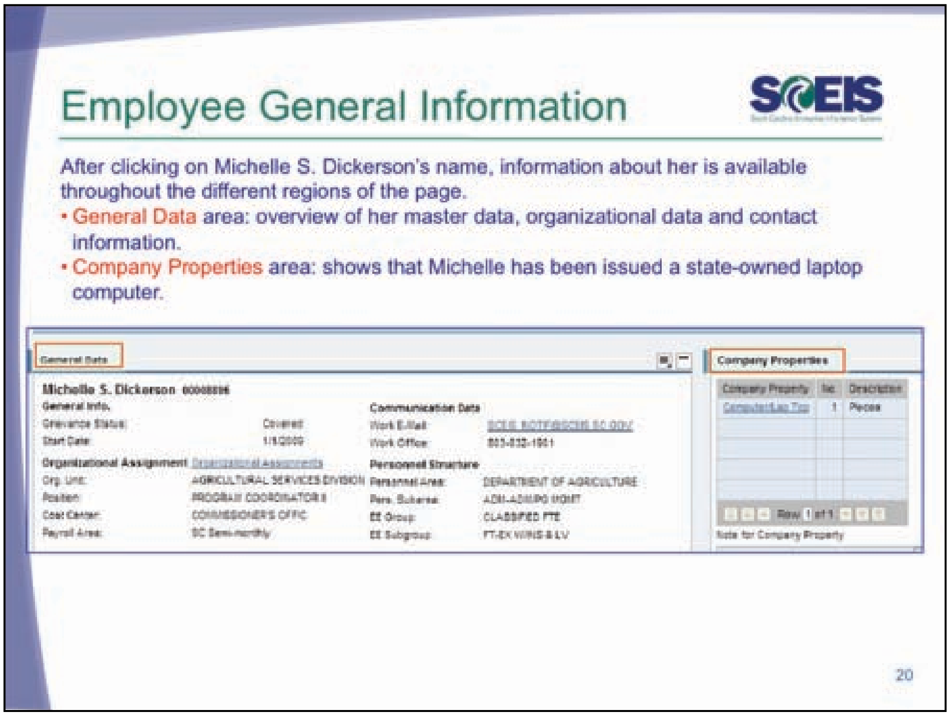
Employee information displayed on this page includes:

- basic employee information,
- entering time on their behalf and
- updating an employee's address and emergency contact information.

This image displays the page in its entirety and the screens that follow provide additional detail of this page.

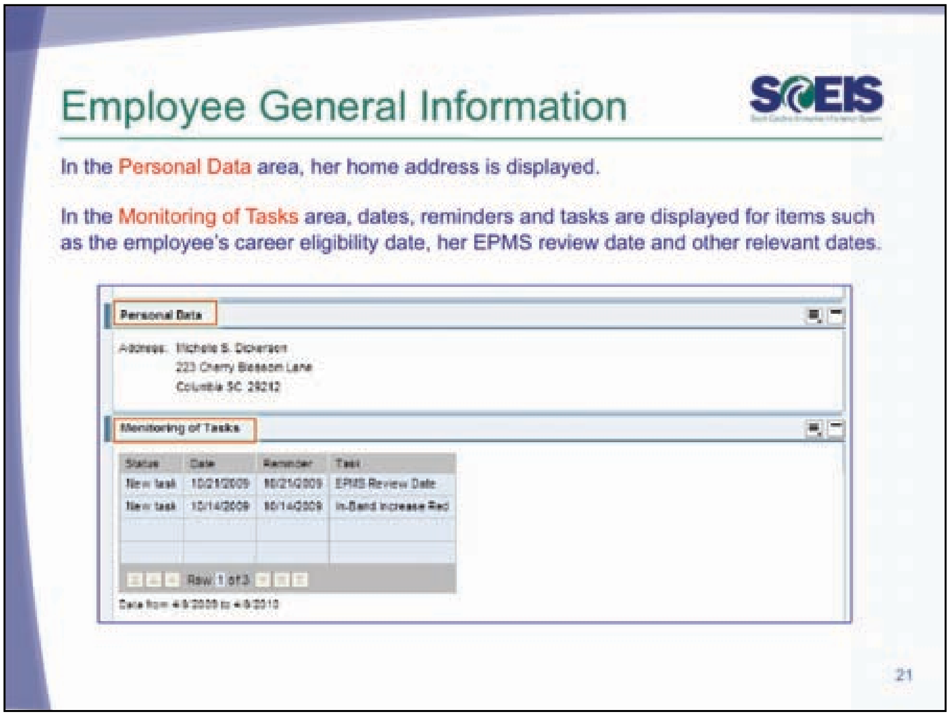


On the top middle of the Employee General Information page is a section called Employee Search. This section displays a list of your direct report employees. When you click an employee's name, the lower part of the screen displays the employee's data. If you wanted to view Michelle S. Dickerson's information, you would click her name.



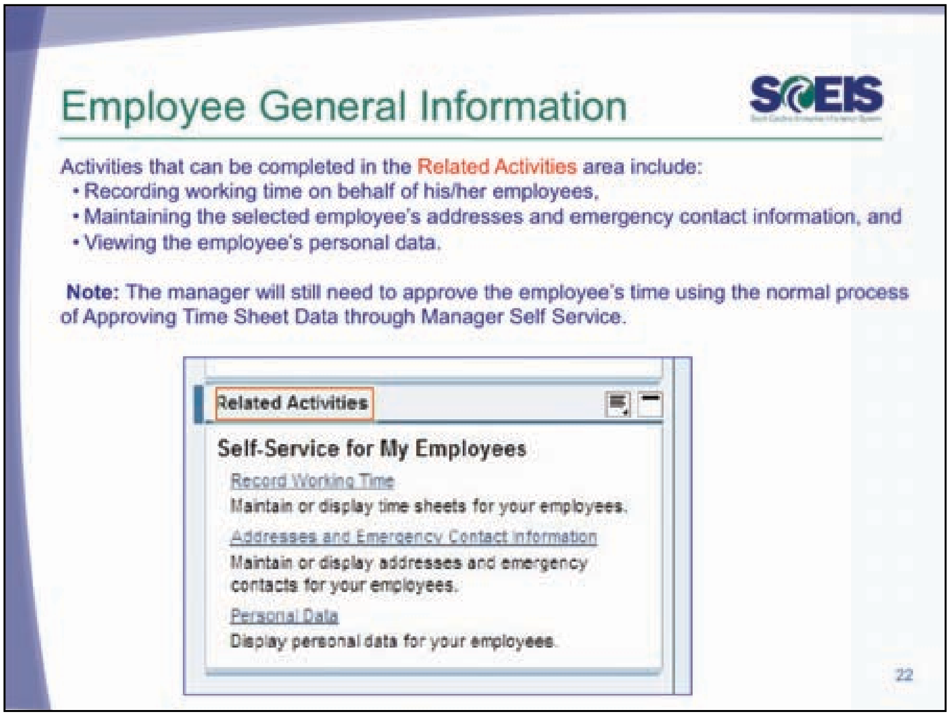
After clicking on Michelle S. Dickerson's name, information about her is available throughout the different regions of the page.

- General Data area: overview of her master data, organizational data and contact information.
- Company Properties area: shows that Michelle has been issued a state-owned laptop computer.



In the Personal Data area, her home address is displayed.

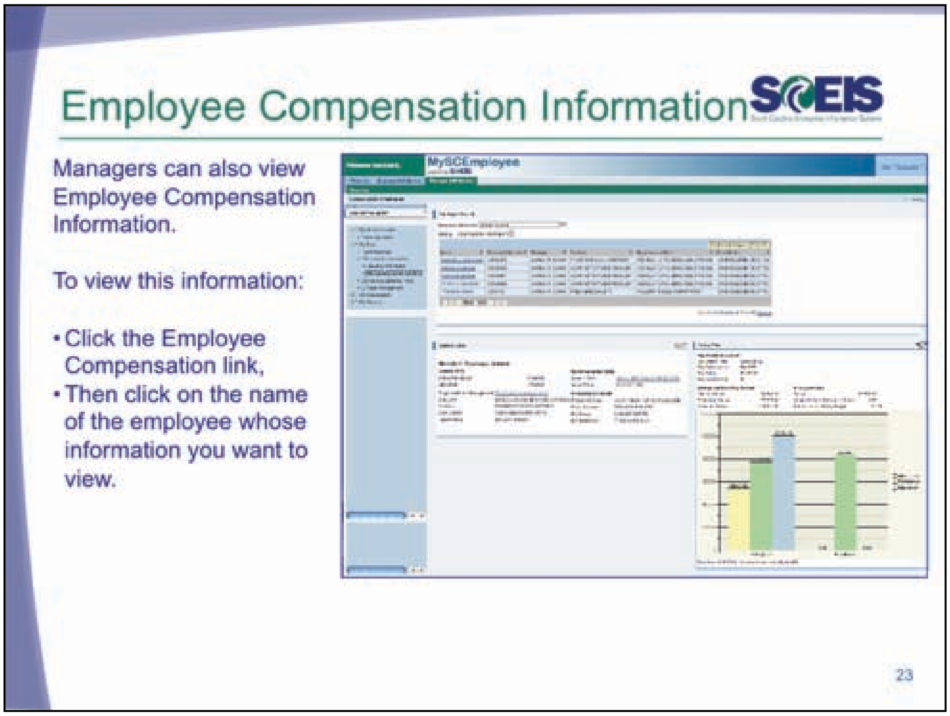
In the Monitoring of Tasks area, dates, reminders and tasks are displayed for items such as the employee's career eligibility date, her EPMS review date and other relevant dates.



Activities that can be completed in the Related Activities area include:

- Recording working time on behalf of his/her employees,
- Maintaining the selected employee's addresses and emergency contact information, and
- Viewing the employee's personal data.

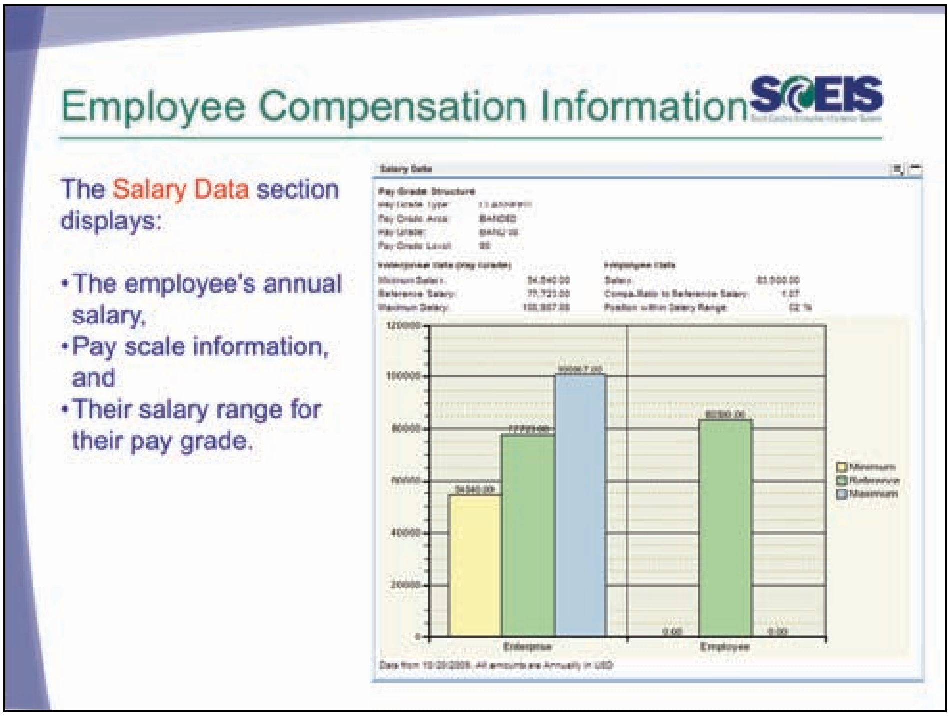
NOTE: The manager will still need to APPROVE the employee's time using the normal process of Approving Time Sheet Data through Manager Self Service.



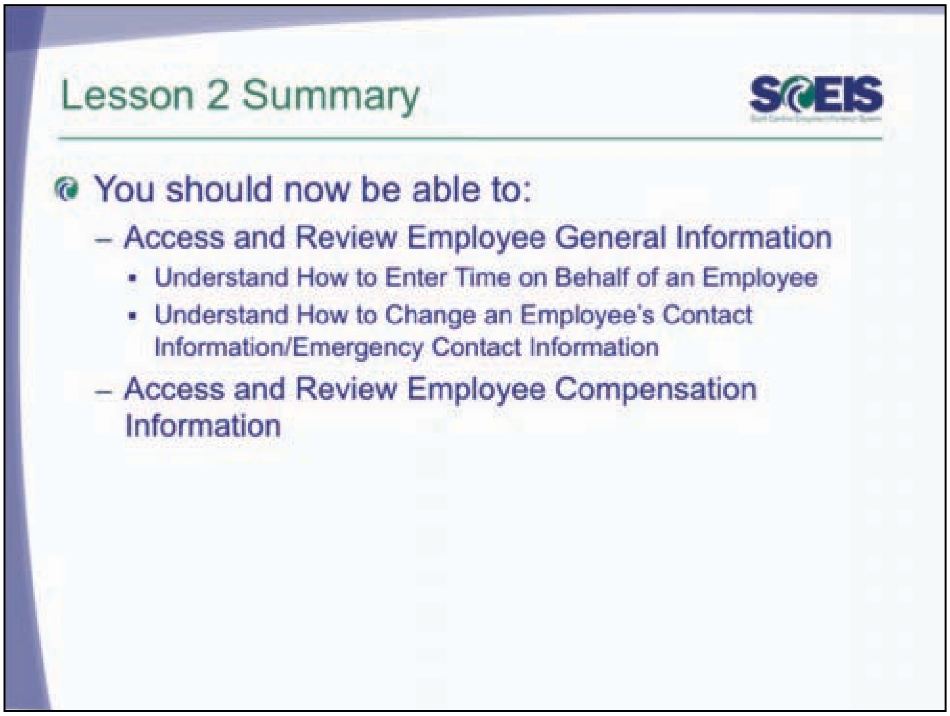
Managers can also view Employee Compensation Information.

To view this information:

- Click the Employee Compensation link,
- Then click on the name of the employee whose information you want to view.



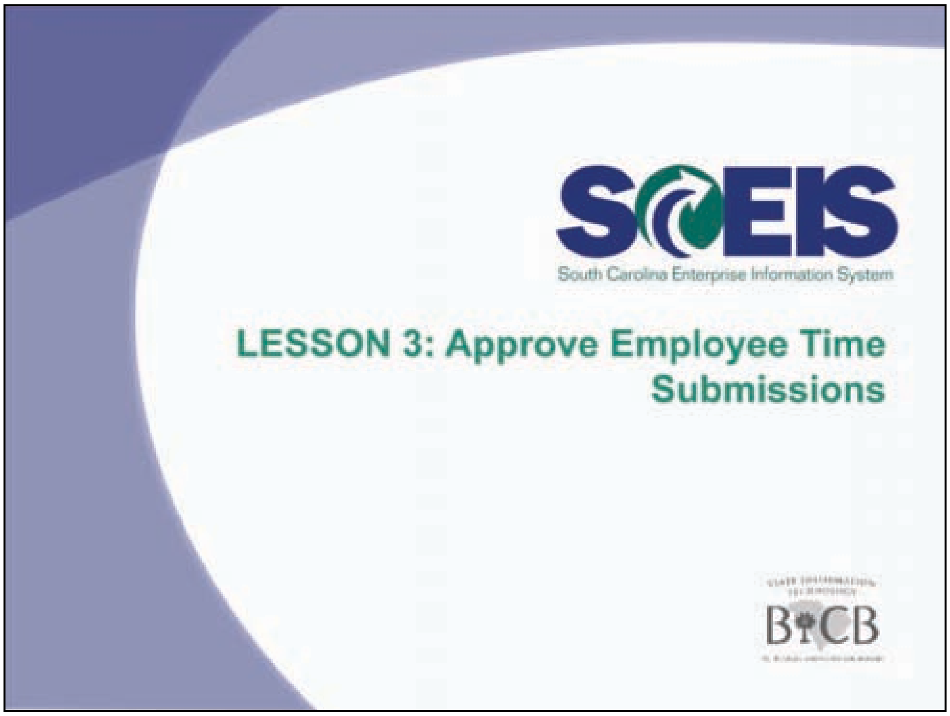
The Salary Data section displays the employee's annual salary, pay scale information, and where they fall in the salary range for their pay grade.



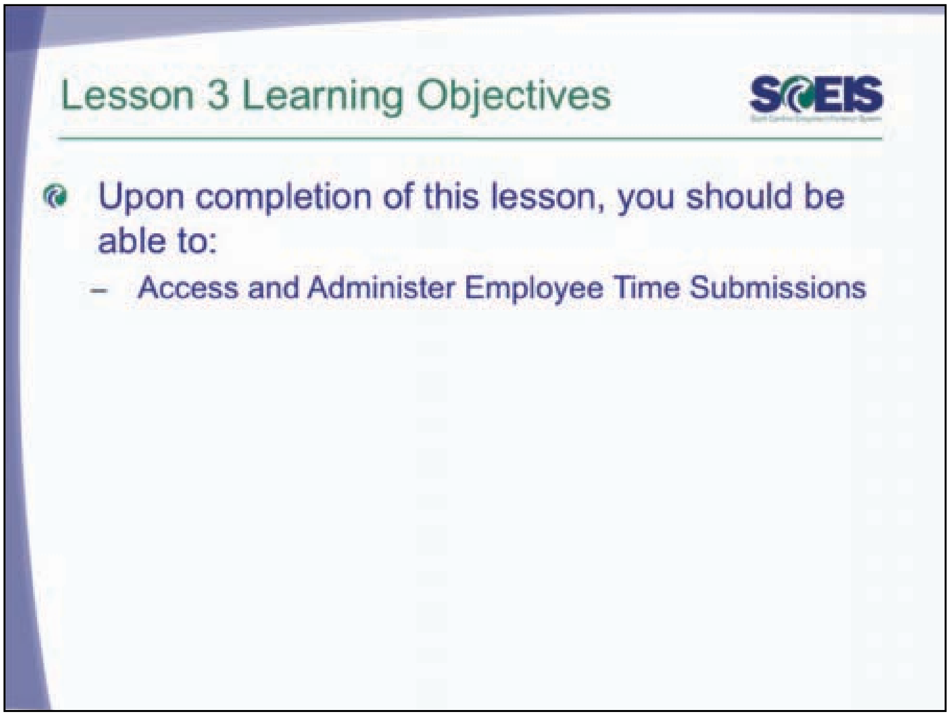
Lesson 2 Summary

You should now be able to:

- Access and Review Employee General Information
    - Understand How to Enter Time on Behalf of an Employee
    - Understand How to Change an Employee's Contact Information/Emergency Contact Information
- Access and Review Employee Compensation Information



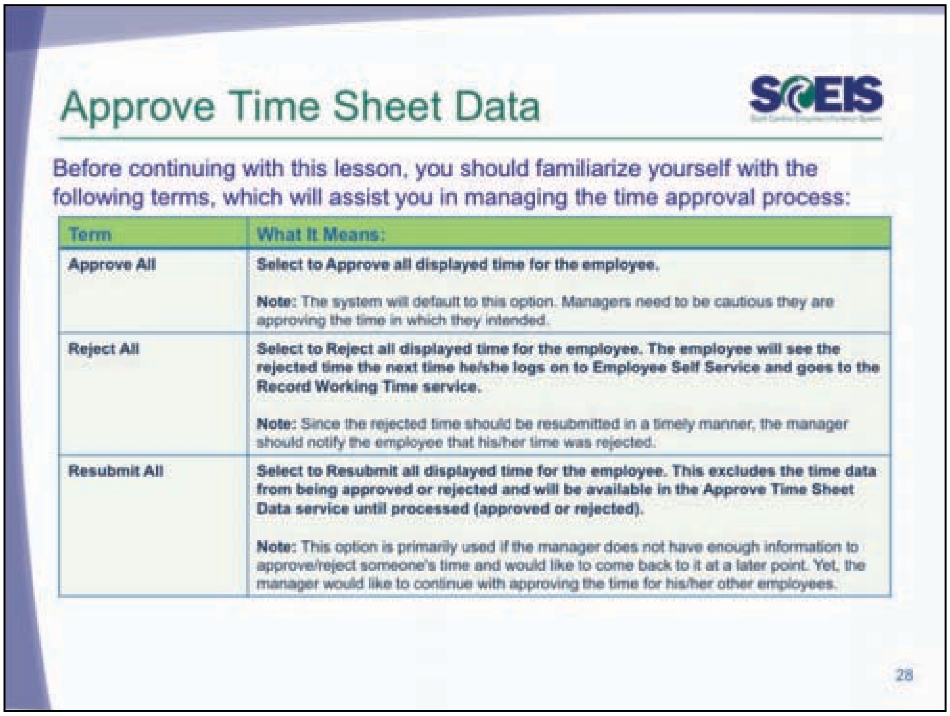
LESSON 3: Approve Employee Time Submissions



Lesson 3 Learning Objectives

Upon completion of this lesson, you should be able to:

- Access and Administer Employee Time Submissions



Before continuing with this lesson, you should familiarize yourself with the following terms which will assist you in managing the time approval process:

Approve All:

Select to Approve All displayed time for the employee.

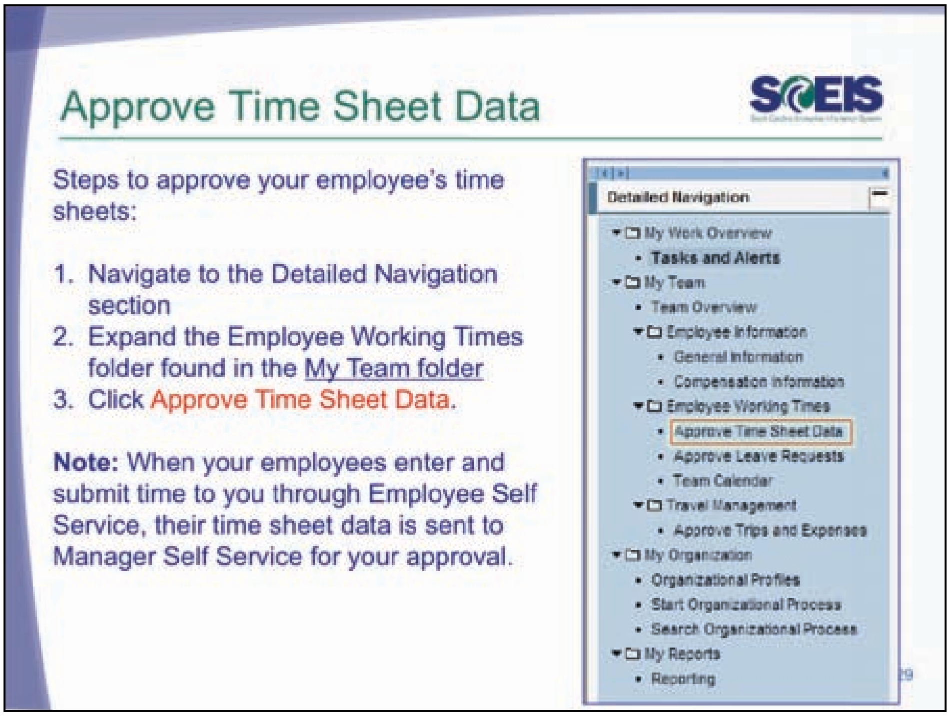
Note: The system will default to this option. Managers need to be cautious they are approving the time in which they intended.

Reject All:

Select to Reject All displayed time for the employee. The employee will see the rejected time the next time he/she logs on to Employee Self Service and goes to the Record Working Time service. Note: Since the rejected time should be resubmitted in a timely manner, the manager should notify the employee that his/her time was rejected.

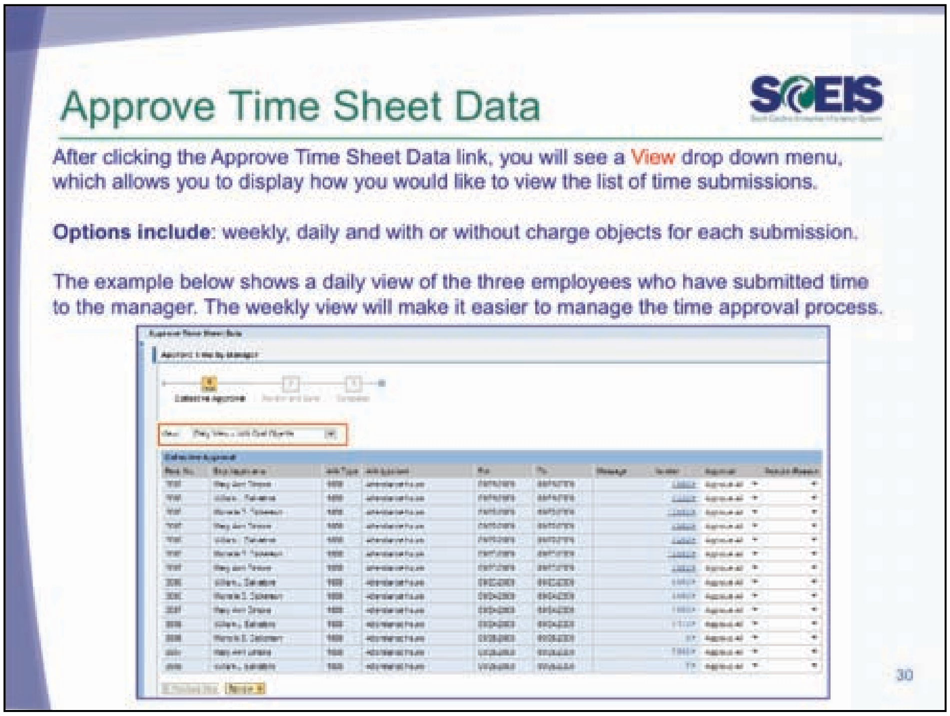
Resubmit All:

Select to Resubmit all displayed time for the employee. This excludes the time data from being approved or rejected and will be available in the Approve Time Sheet Data service until processed (approved or rejected). Note: This option is primarily used if the manager does not have enough information to approve/reject someone's time and would like to come back to it at a later point. Yet, the manager would like to continue with approving the time for his/her other employees.



To approve your employee's time sheets: Navigate to the Detailed Navigation area, expand the Employee Working Times folder found in the My Team folder, then click Approve Time Sheet Data.

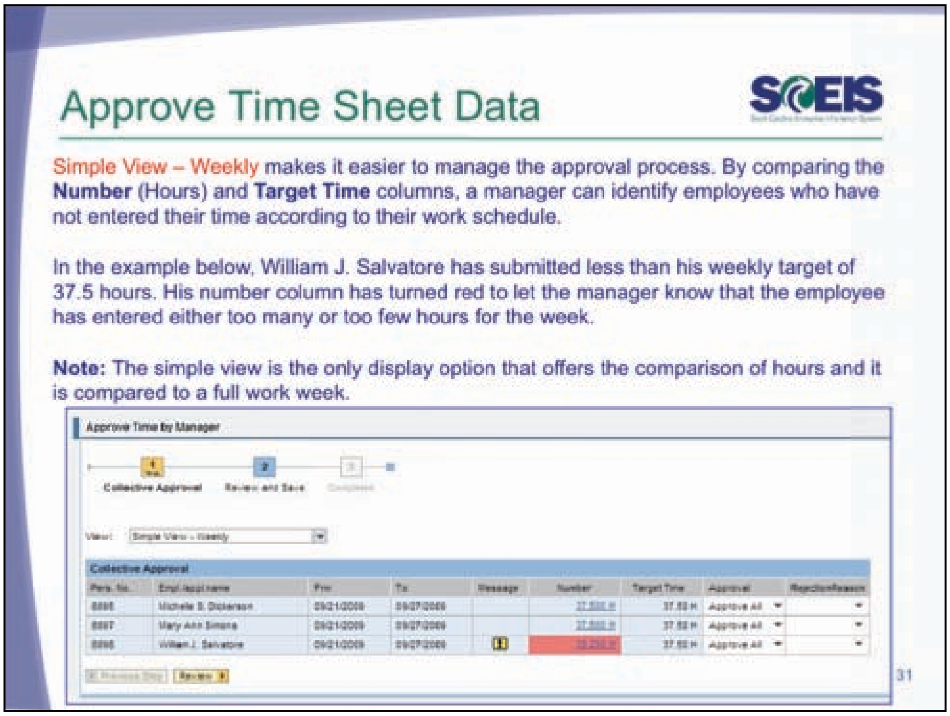
Note: When your employees enter and submit time to you through Employee Self Service, their time sheet data is sent to Manager Self Service for your approval.



After clicking the Approve Time Sheet Data link from the previous screen, you will see a View drop down menu, which allows you to display how you would like to view the list of time submissions.

Your options include: weekly, daily and with or without charge objects.

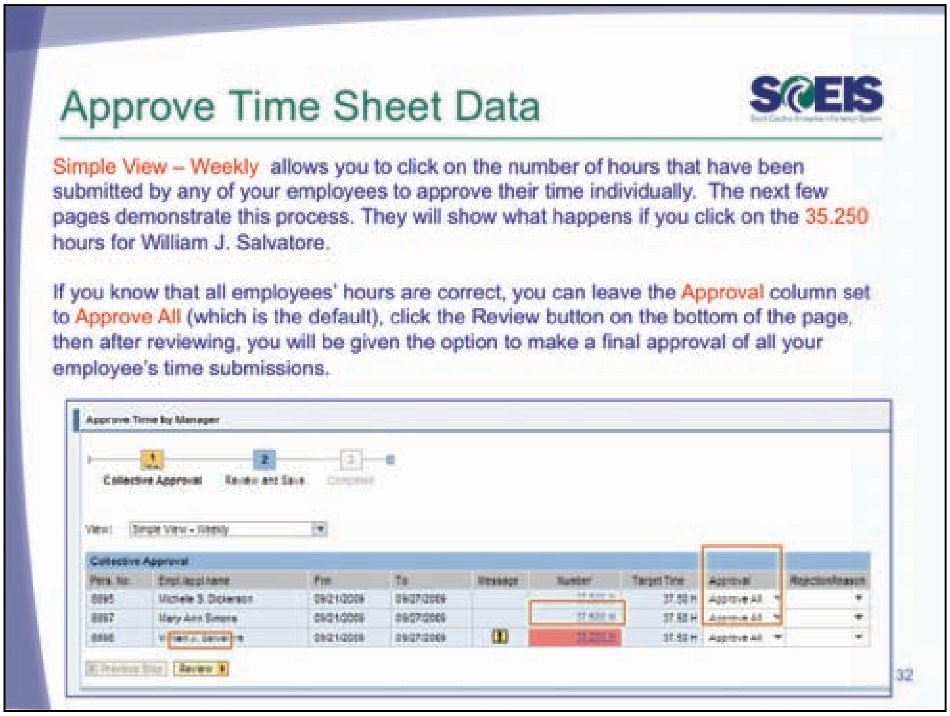
The example shown is a daily view of the three employees who have submitted time to the manager. The weekly view will make it easier to manage the time approval process.



Changing to Simple View – Weekly makes it easier to manage the approval process. By comparing the Number (Hours) and Target Time, managers can identify employees who have not entered their time according to their work schedule.

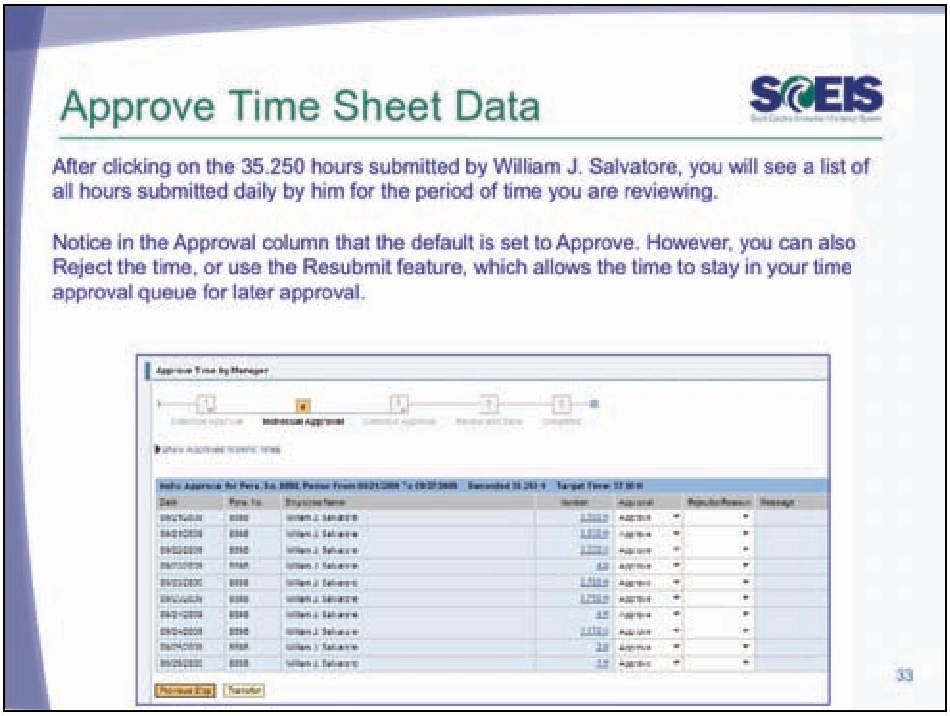
In the example shown, William J. Salvatore has submitted less than his weekly target of 37.5 hours. Because of this, his Number column has turned red to let the manager know that the employee has entered either too many or too few hours for the week.

Note: The simple view is the only display option that offers the comparison of hours and it is compared to a full work week.

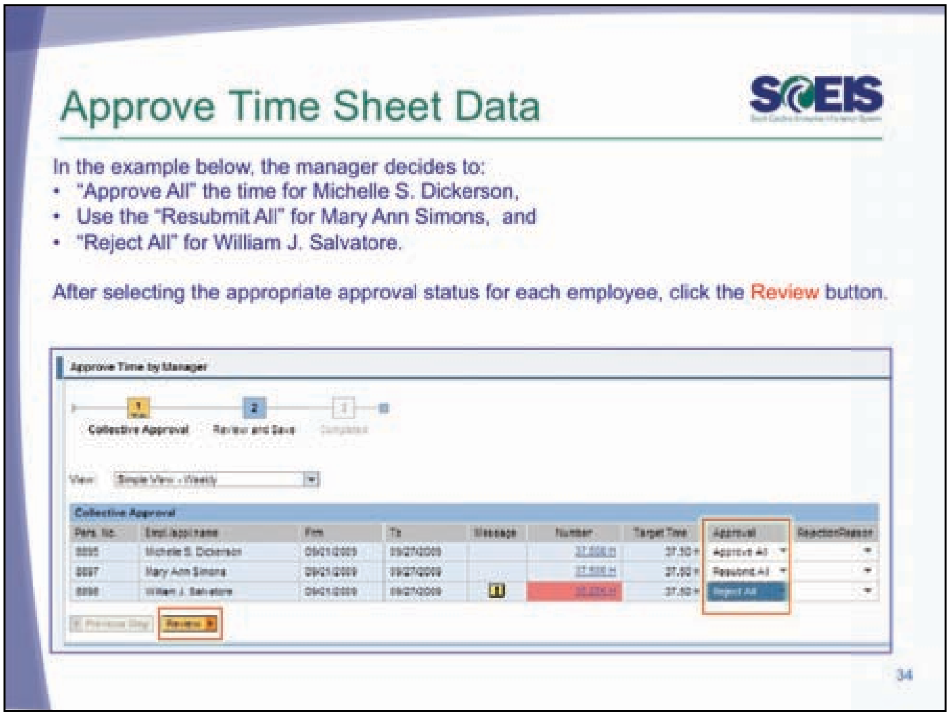


The Simple View – Weekly allows you to click on the Number of hours that have been submitted by any of your employees to approve their time individually. The next few pages demonstrate this process. They show what happens if you click on the 35.250 hours of time for employee William J. Salvatore.

If, on the other hand, you know all employees' hours are correct, you can leave the Approval column set to Approve All (which is the default), click the Review button on the bottom of the page, then after reviewing, you will be given the option to make a final approval of all your employee's time submissions.

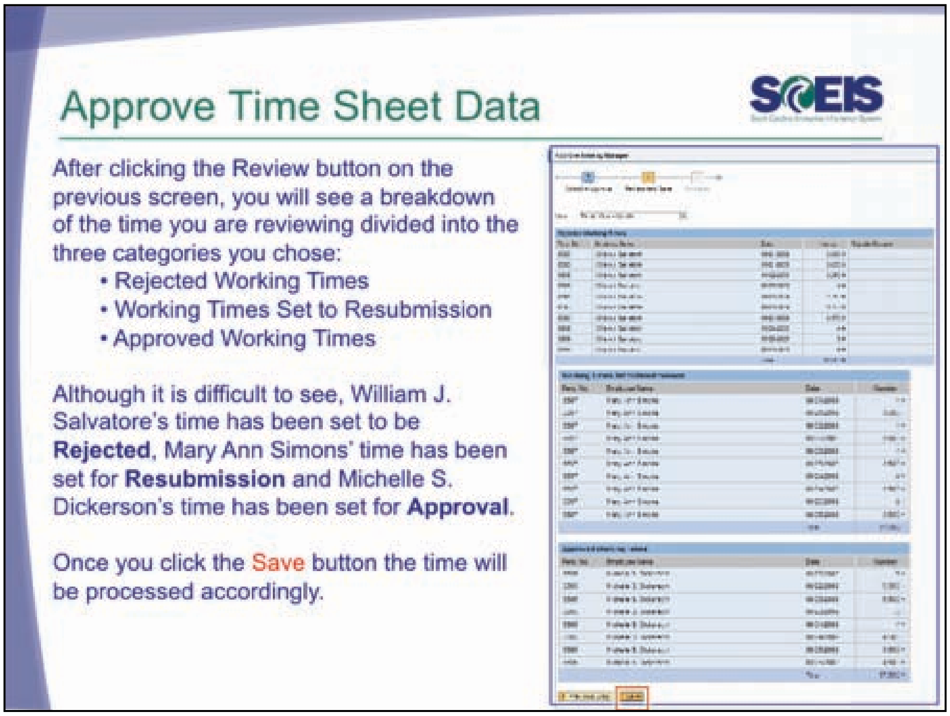


After clicking on the 35.250 hours submitted by William J. Salvatore, you will see a list of all hours submitted daily by him for the period of time you are reviewing. Notice in the Approval column that the default is set to Approve. However, you can also Reject the time, or use the Resubmit feature, which allows the time to stay in your time approval queue for later approval.



Continuing our example, the manager decides to Approve All the time for Michelle S. Dickerson, use the Resubmit All for Mary Ann Simons and Reject All for William J. Salvatore.

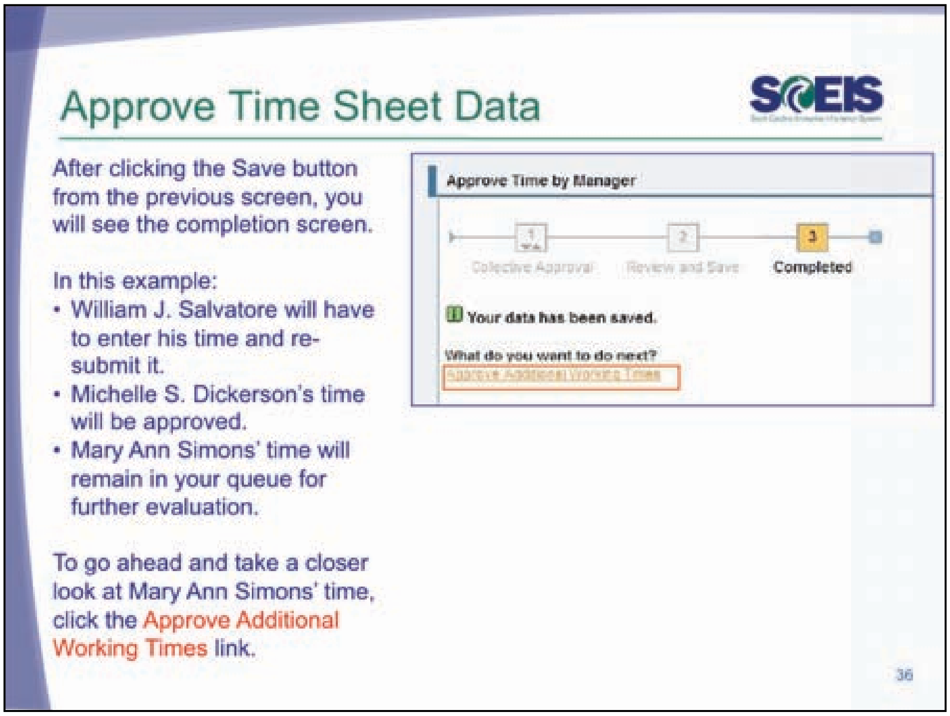
After selecting the appropriate approval status for each employee, click the Review button.



After clicking the Review button on the previous screen, you will see a breakdown of the time you are reviewing divided into the three categories you chose:

- Rejected Working Times
- Working Times Set to Resubmission
- Approved Working Times

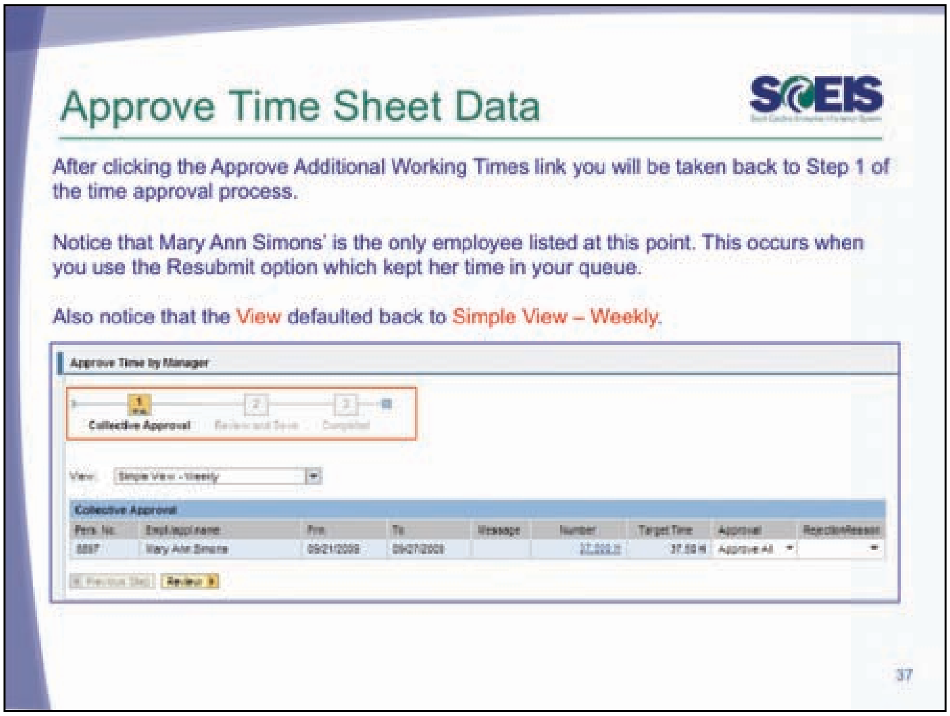
Although it is difficult to see in the screen shot, William J. Salvatore's time has been set to be Rejected, Mary Ann Simons' time has been set for Resubmission and Michelle S. Dickerson's time has been set for Approval. Once you click the Save button the time will be processed accordingly.



After clicking the Save button from the previous screen you will see that you have completed the time approval process.

In this example, William J. Salvatore will have to enter his time and re-submit it. Michelle S. Dickerson's time will be approved and Mary Ann Simons' time will remain in your queue for further evaluation.

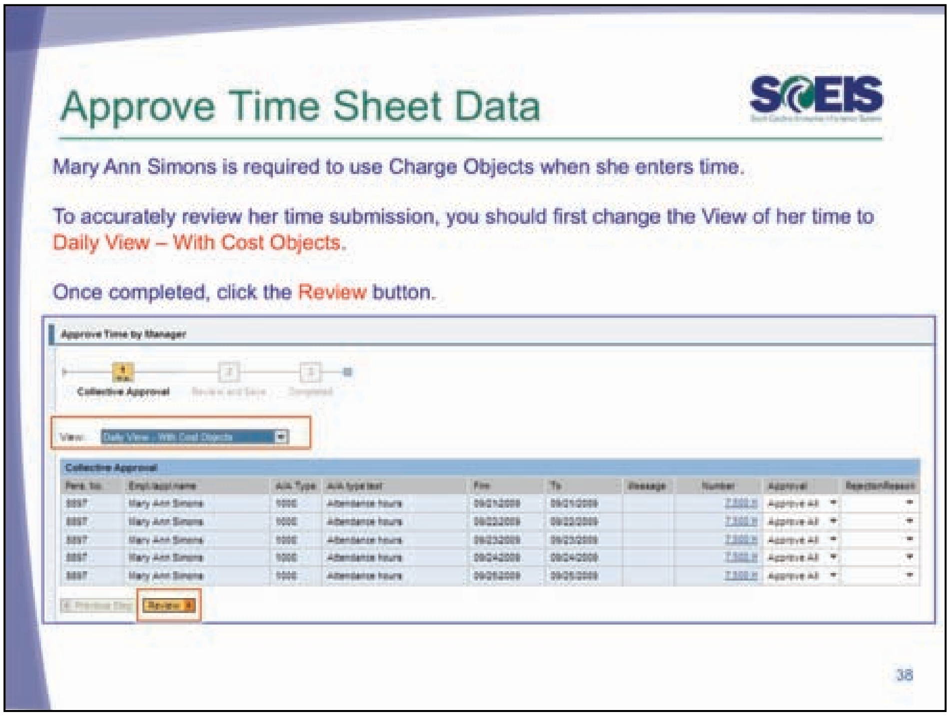
Let us take a closer look at Mary Ann Simons' time, click the Approve Additional Working Times link.



After clicking the Approve Additional Working Times link you will be taken back to Step 1 of the time approval process.

Notice that Mary Ann Simons' is the only employee listed at this point. This is because we used Resubmit, which kept her time in your queue.

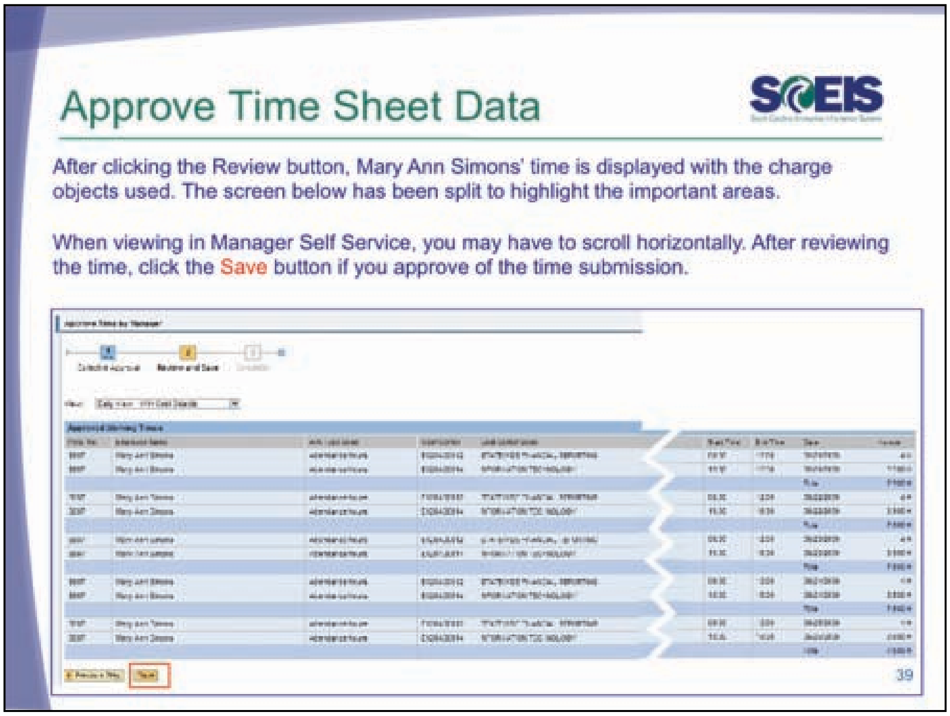
Also Notice that the View defaulted back to Simple View – Weekly.



Mary Ann Simons is required to use Charge Objects when she enters time.

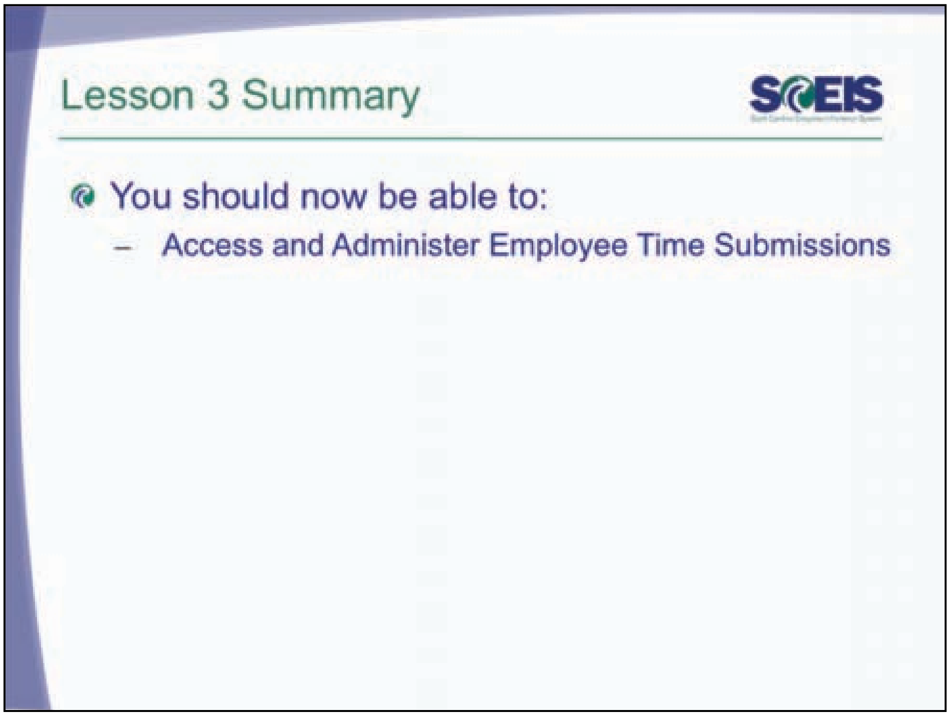
To accurately review her time submission, you should first change the View of her time to Daily View – With Cost Objects.

Once completed, click the Review button.



After clicking the Review button from the previous screen, Mary Ann Simons' time is displayed with the charge objects she used. For space purposes the time display graphic below has been split to highlight the important areas.

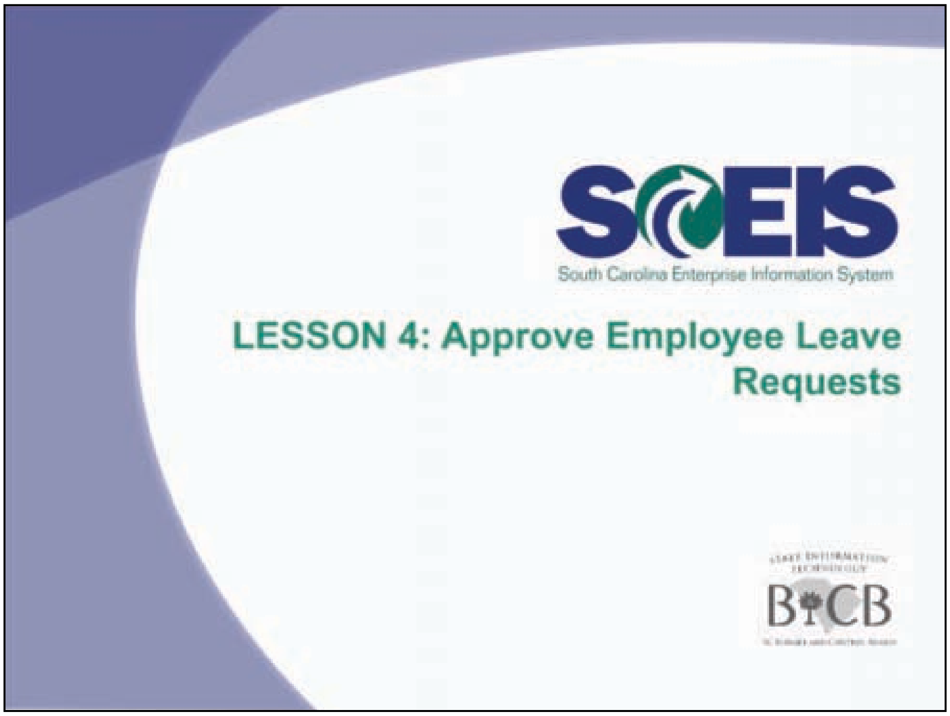
When viewing in Manager Self Service, you may have to scroll horizontally. After reviewing the time, click the Save button if you approve of the time submission.



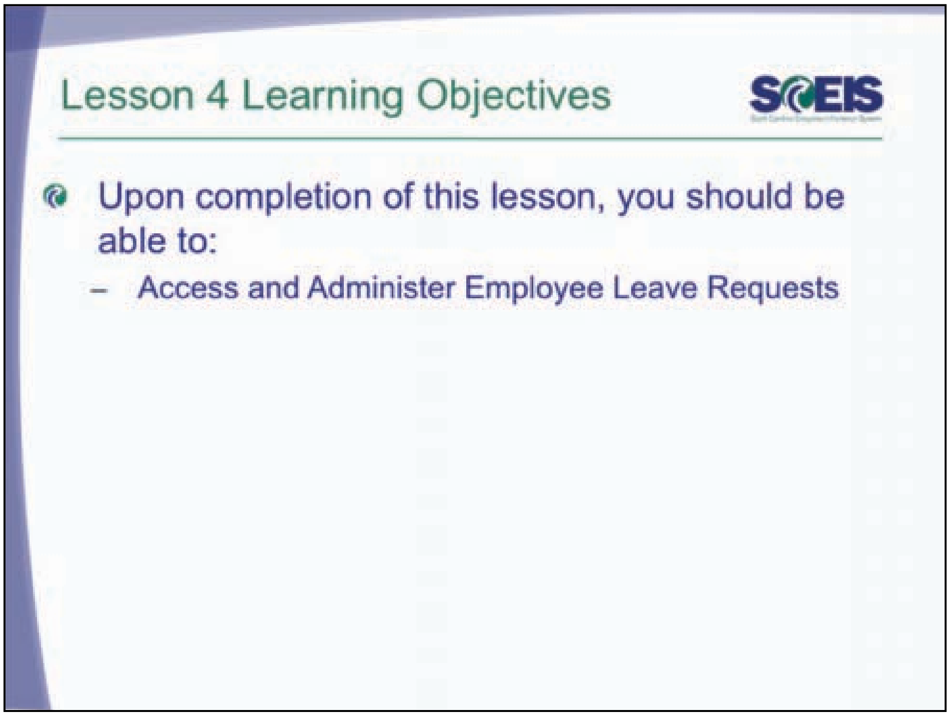
Lesson 3 Summary

You should now be able to:

- Access and Administer Employee Time Submissions



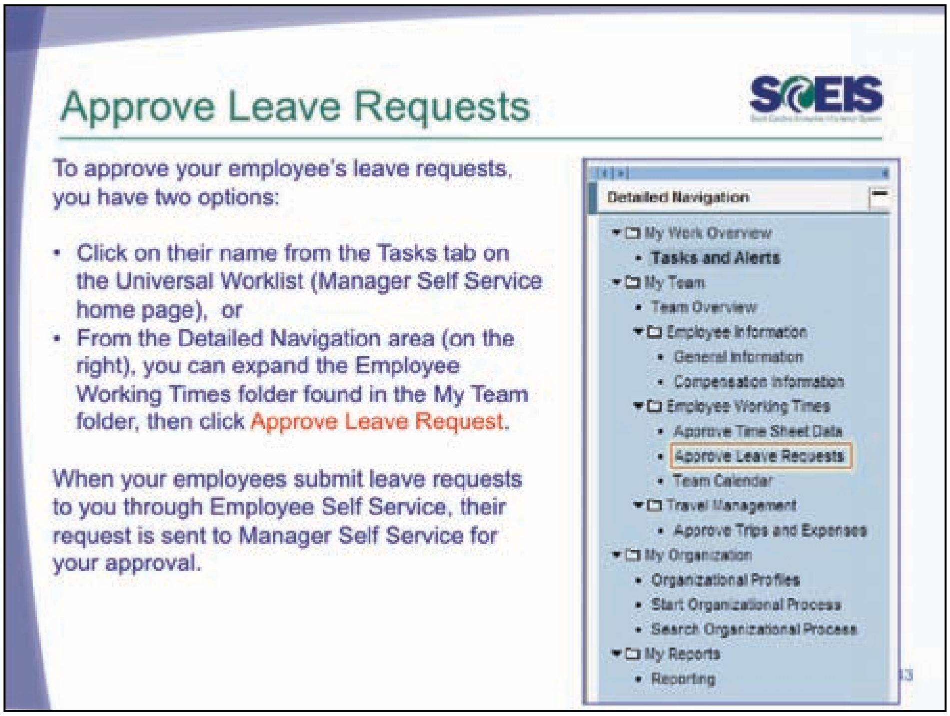
LESSON 4: Approve Employee Leave Requests



Lesson 4 Learning Objectives

Upon completion of this lesson, you should be able to:

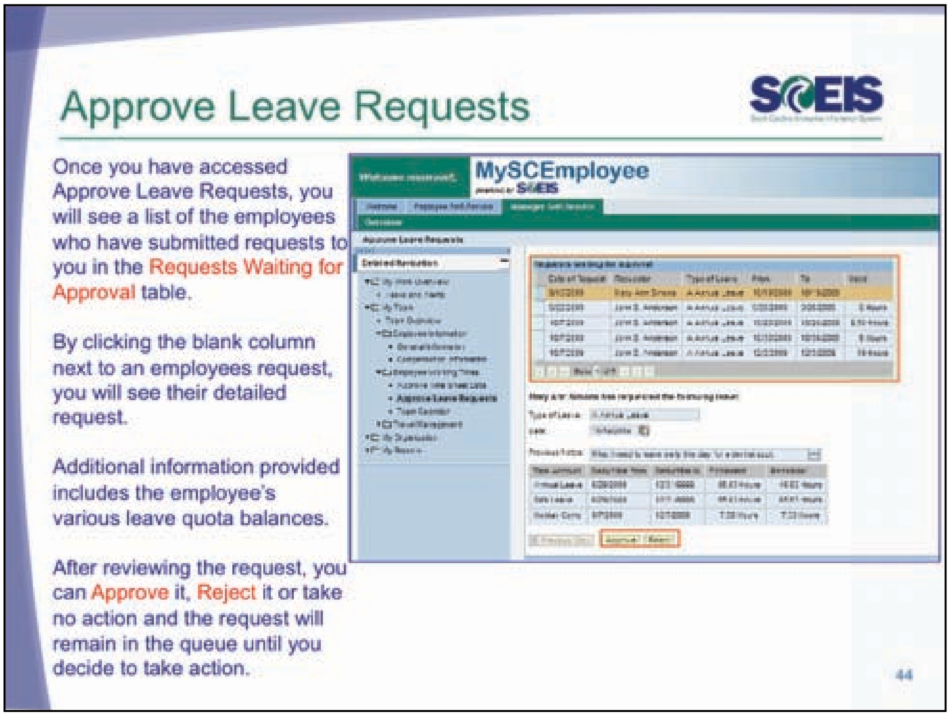
- Access and Administer Employee Leave Requests



To approve your employee's leave requests, you have two options:

- you can click on their name from the Tasks tab on the Universal Worklist (Manager Self Service home page) or
- from the Detailed Navigation area, you can expand the Employee Working Times folder found in the My Team folder, then click Approve Leave Request.

When your employees submit leave requests to you through Employee Self Service, their request is sent to Manager Self Service for your approval.

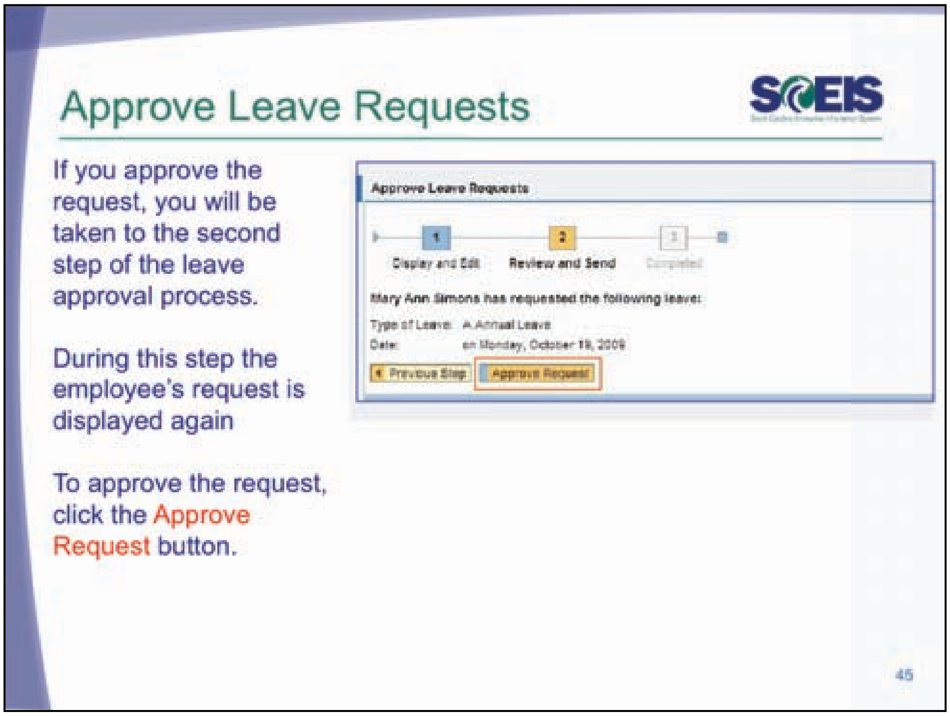


Once you have accessed Approve Leave Requests , you will see a list of the employees who have submitted requests to you in the Requests Waiting for Approval table.

If you click the blank column next to an employees request, you will see their detailed request.

Additional information provided includes the employee's various leave quota balances.

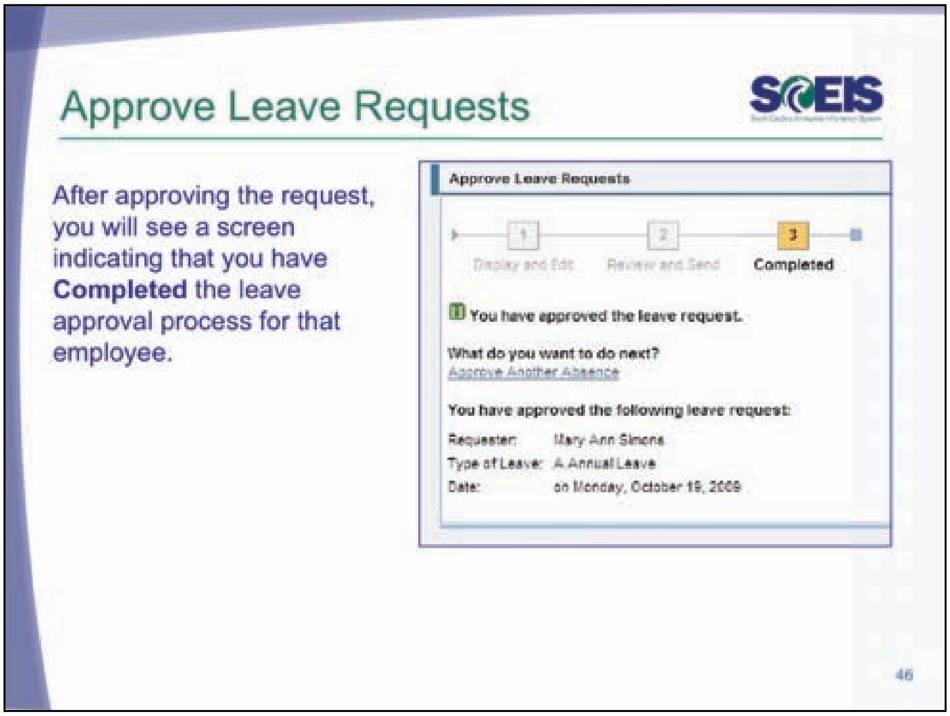
After reviewing the request, you can Approve it, Reject it or take no action and the request will remain in the queue until you decide to take action.



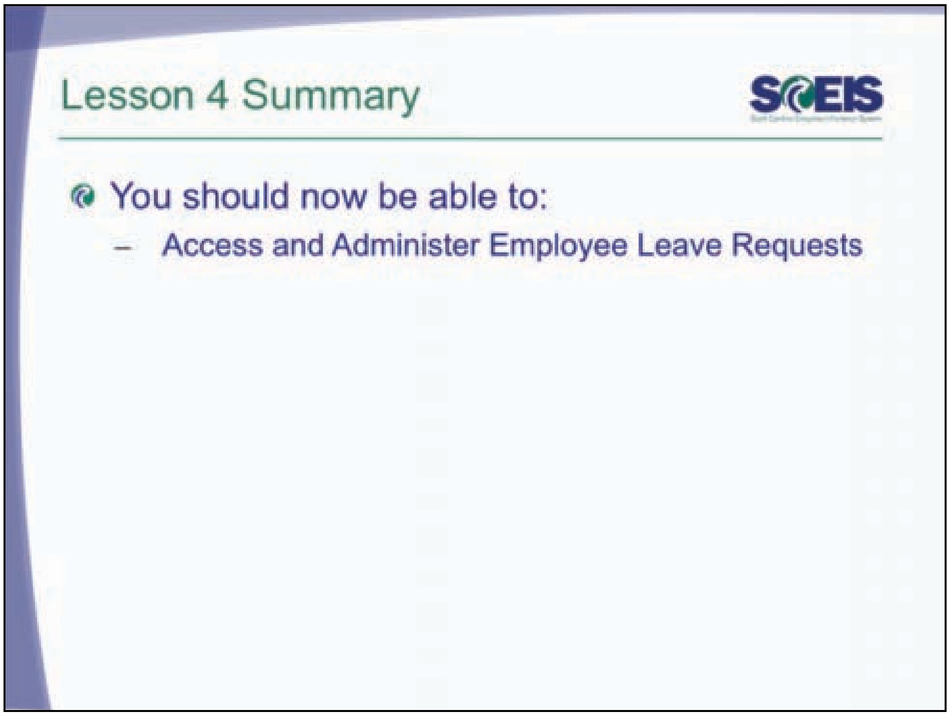
If you chose to Approve the request, you will be taken to the second step of the leave approval process.

During this step the employee's request is displayed again.

If you approve the request, click the Approve Request button.



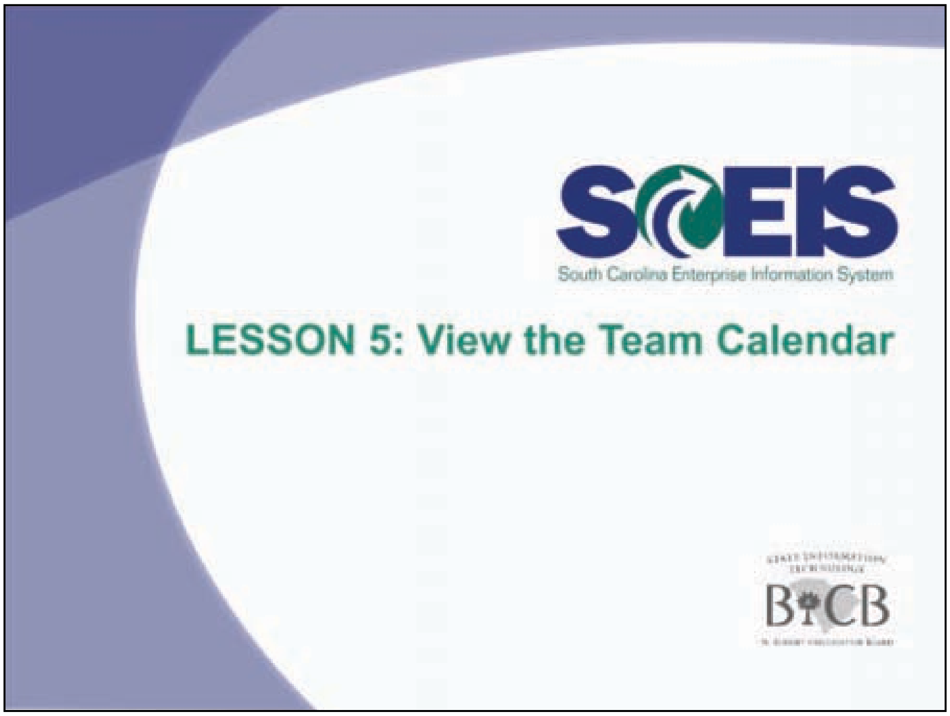
After approving the request, you will see a screen indicating that you have Completed the leave approval process for that employee.



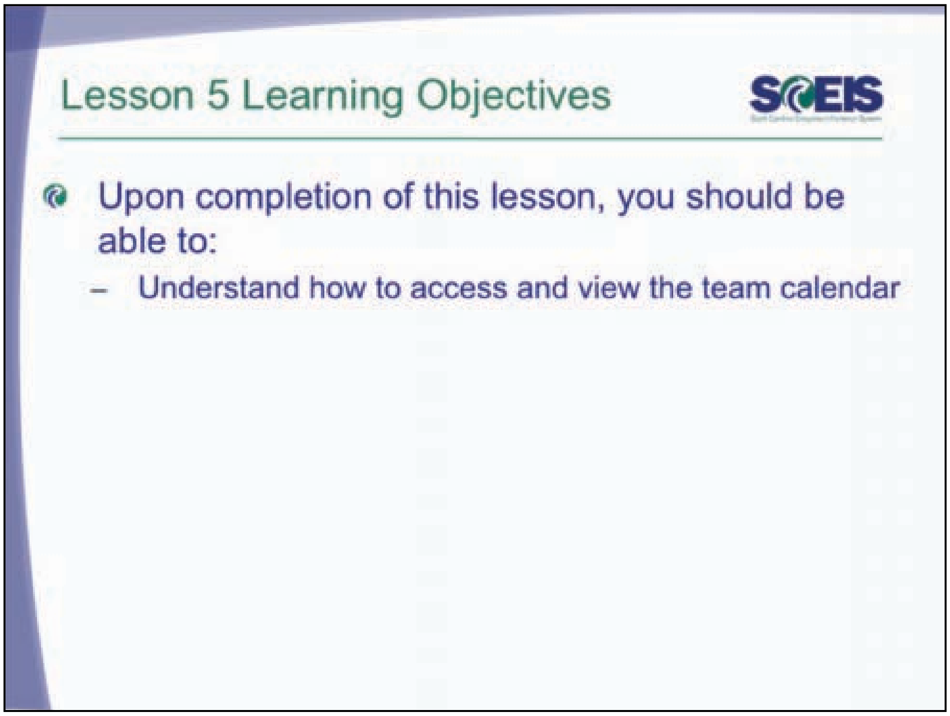
Lesson 4 Summary

You should now be able to:

- Access and Administer Employee Leave Requests



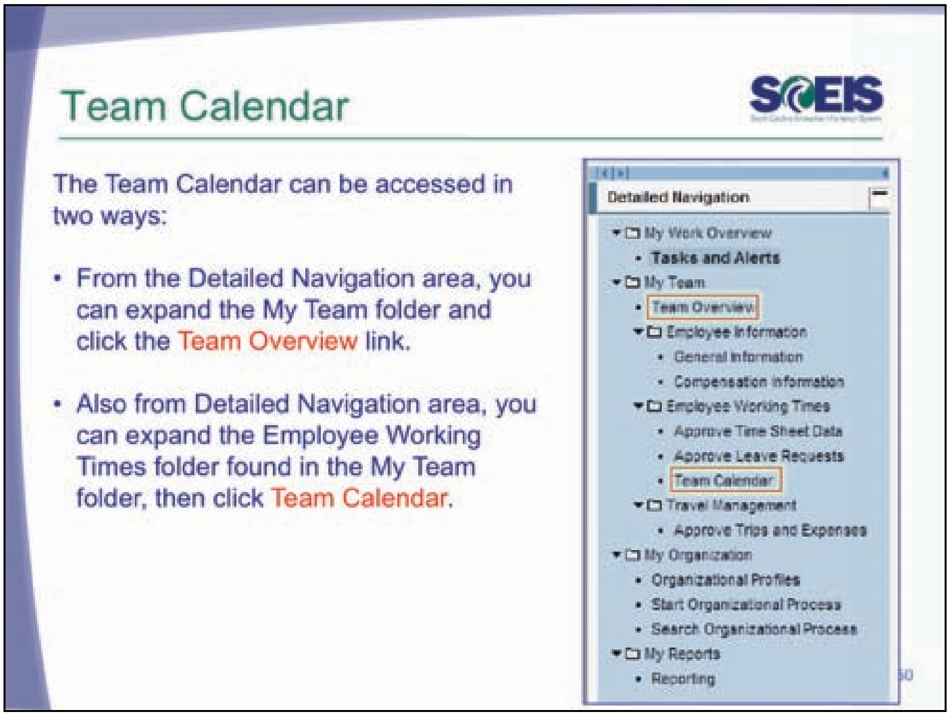
LESSON 5: View the Team Calendar



Lesson 5 Learning Objectives

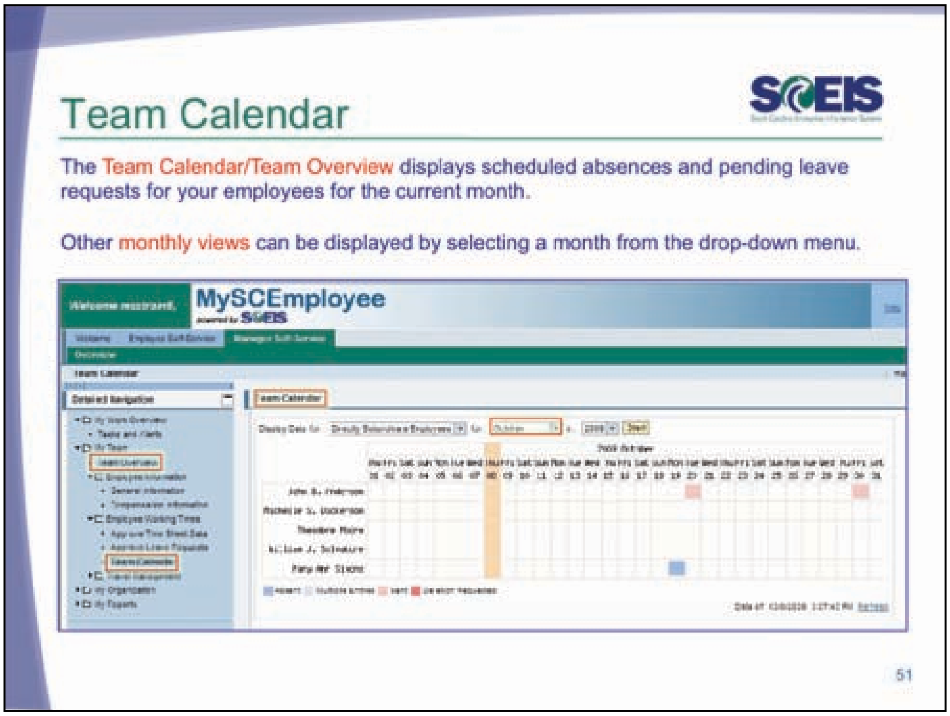
Upon completion of this lesson, you should be able to:

- Understand how to access and view the team calendar



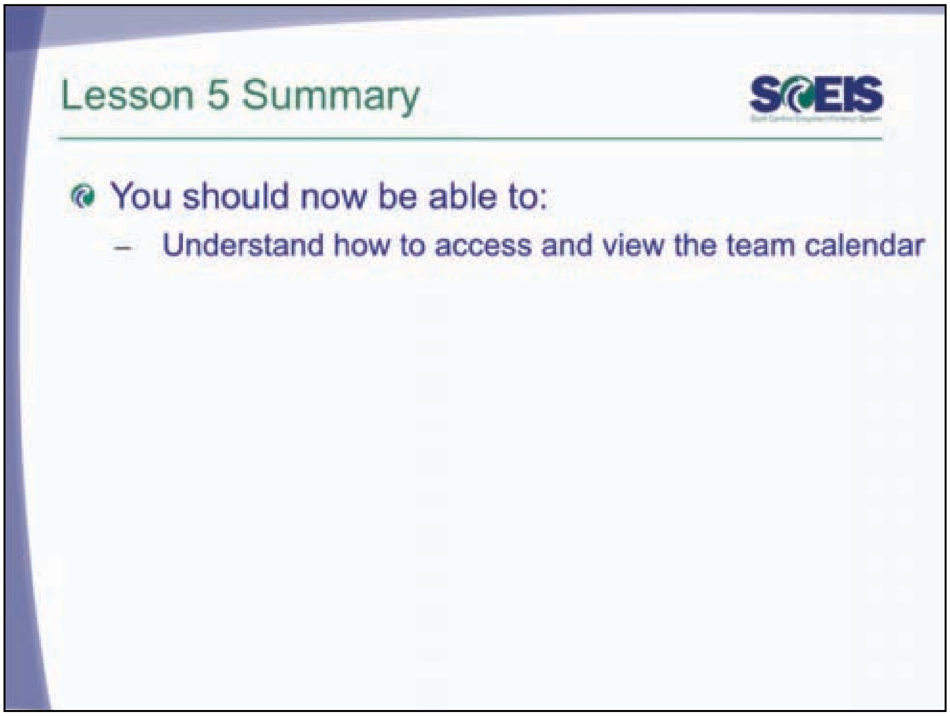
The Team Calendar can be accessed in one of two ways.

- From the Detailed Navigation area, you can expand the My Team folder and click the Team Overview link.
- Also from the Detailed Navigation area, you can expand the Employee Working Times folder found in the My Team folder, then click Team Calendar.



The Team Calendar/Team Overview displays scheduled absences and pending leave requests for your employees for the current month.

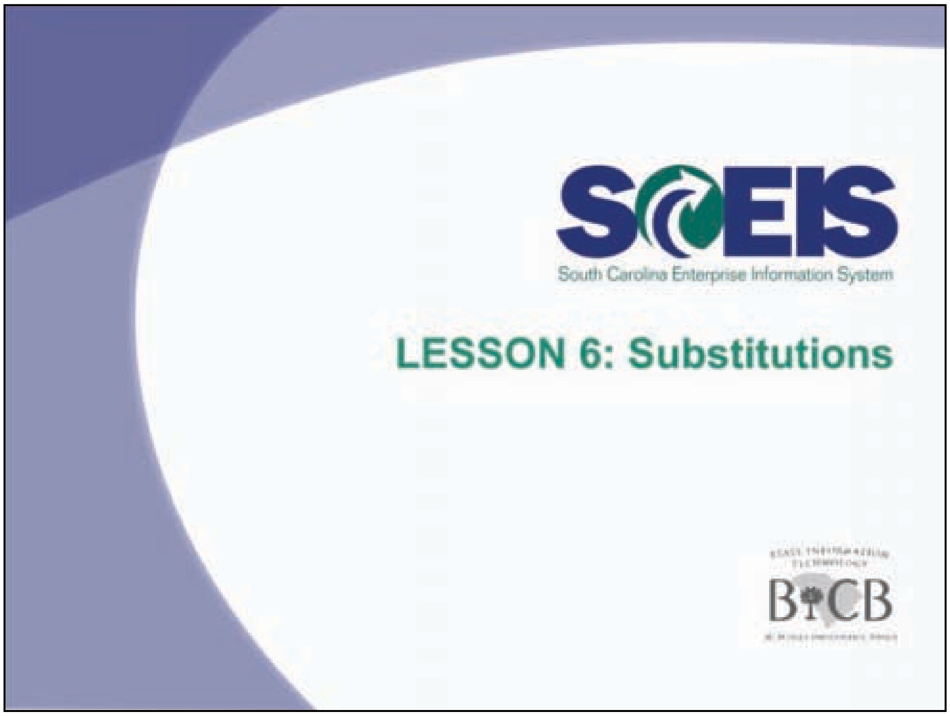
However, other monthly views can be displayed by selecting a month from the drop-down menu.



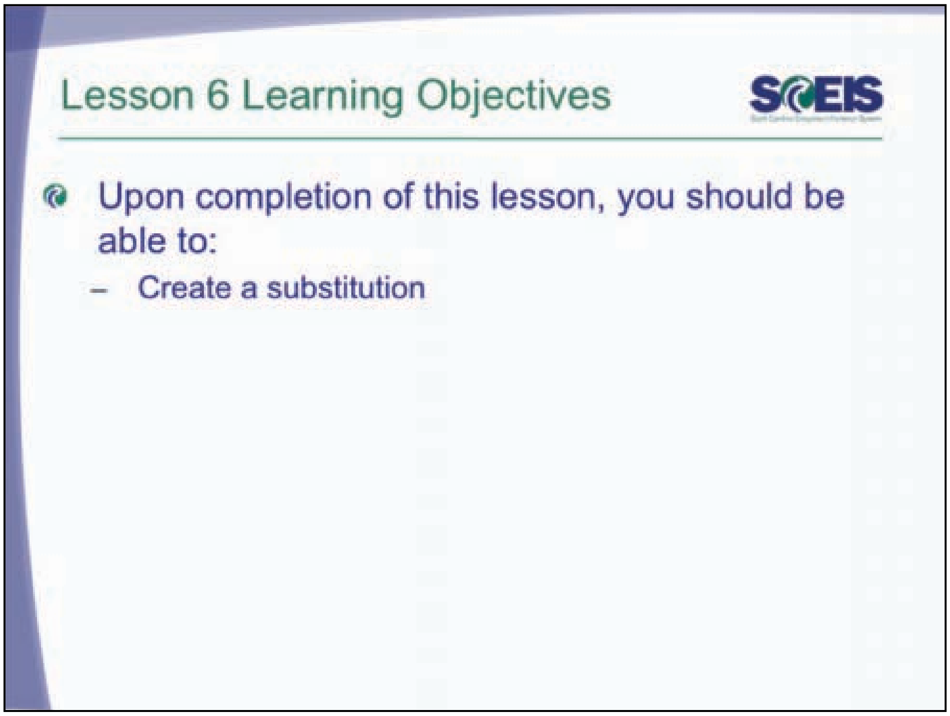
Lesson 5 Summary

You should now be able to:

- Understand how to access and view the team calendar



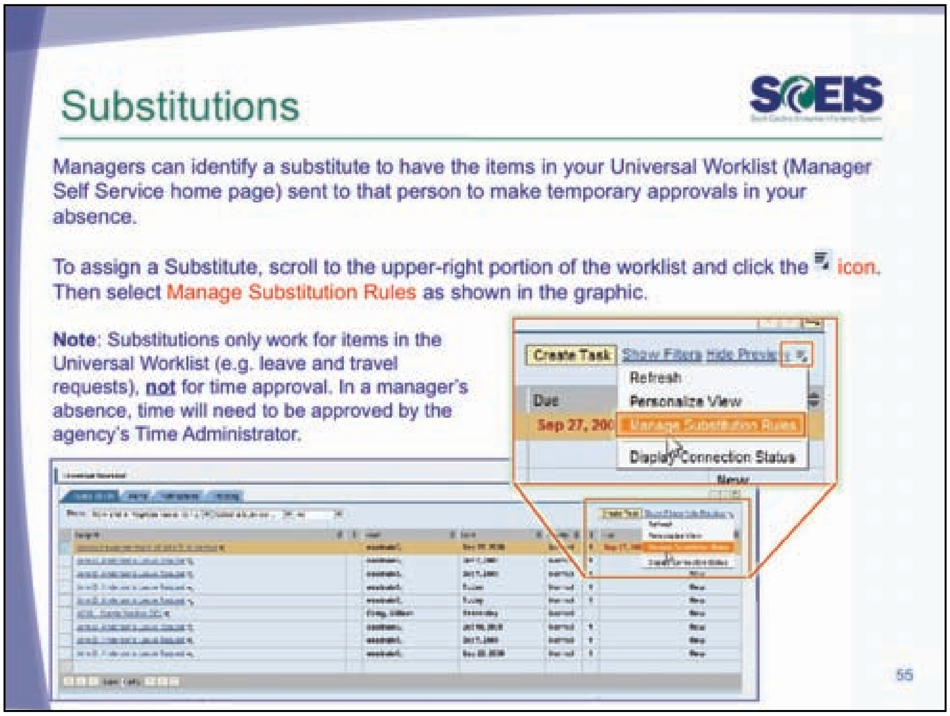
LESSON 6: Substitutions



Lesson 6 Learning Objectives

Upon completion of this lesson, you should be able to:

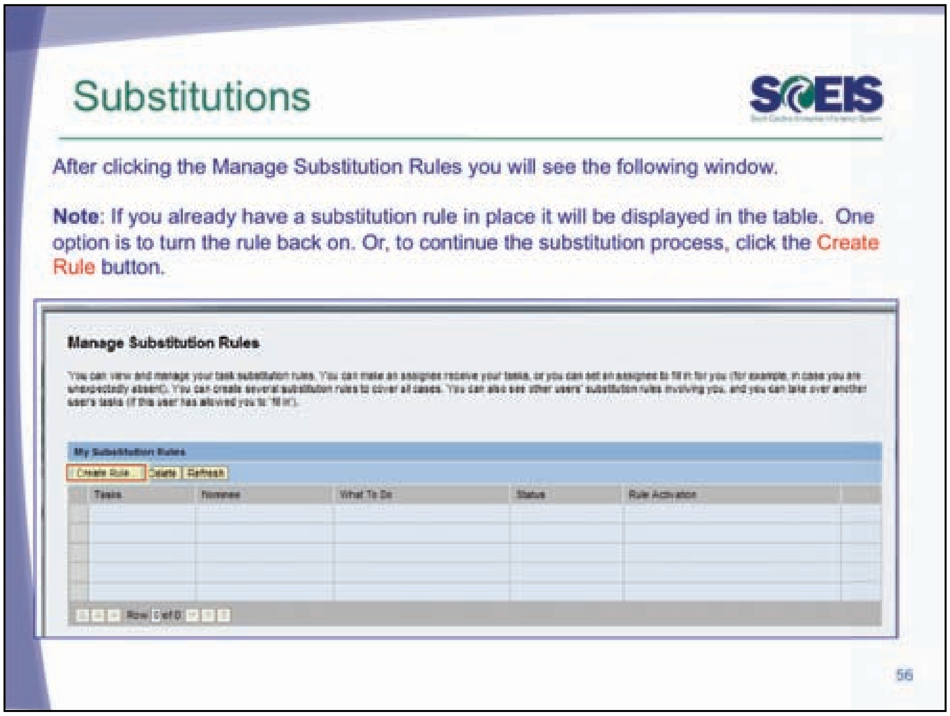
- Create a substitution



If you are going to be away from the office for any period of time, you can identify a substitute to have the items in your Universal Worklist (Manager Self Service home page) sent tothat person to make temporary approvals for you in your absence.

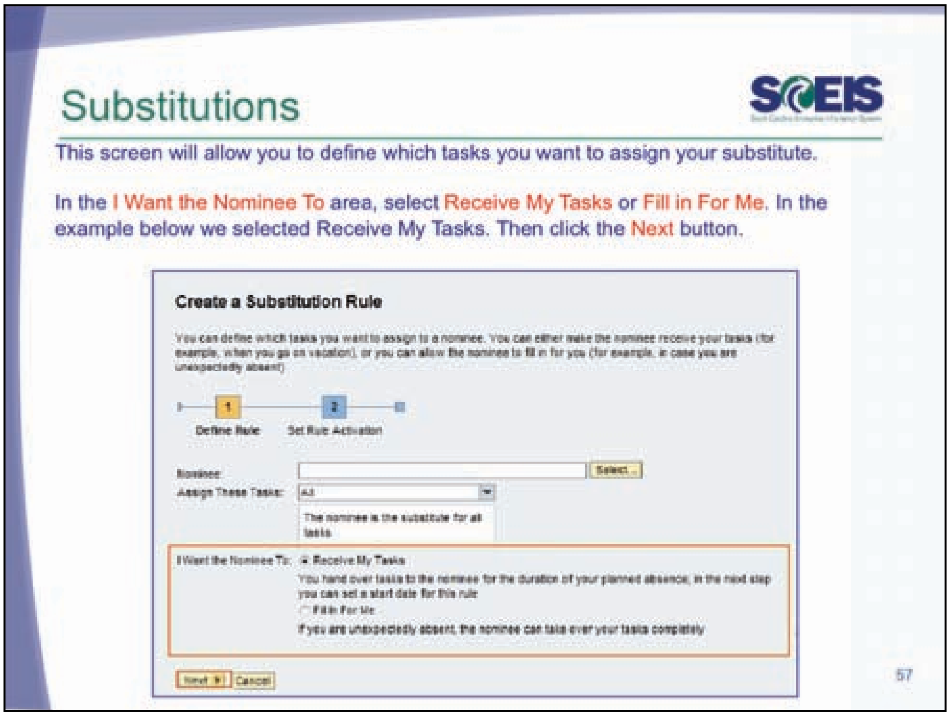
To assign a Substitute, scroll to the upper-right portion of the worklist and click the icon with three lines and a triangle in the bottom right-hand corner of it. Select Manage Substitution Rules as shown in the graphic.

Note: Substitutions only work for items in the Universal Worklist, for example leave and travel request, <u>not</u> for time approval. In a manager's absence, time will need to be approved by the agency's Time Administrator.

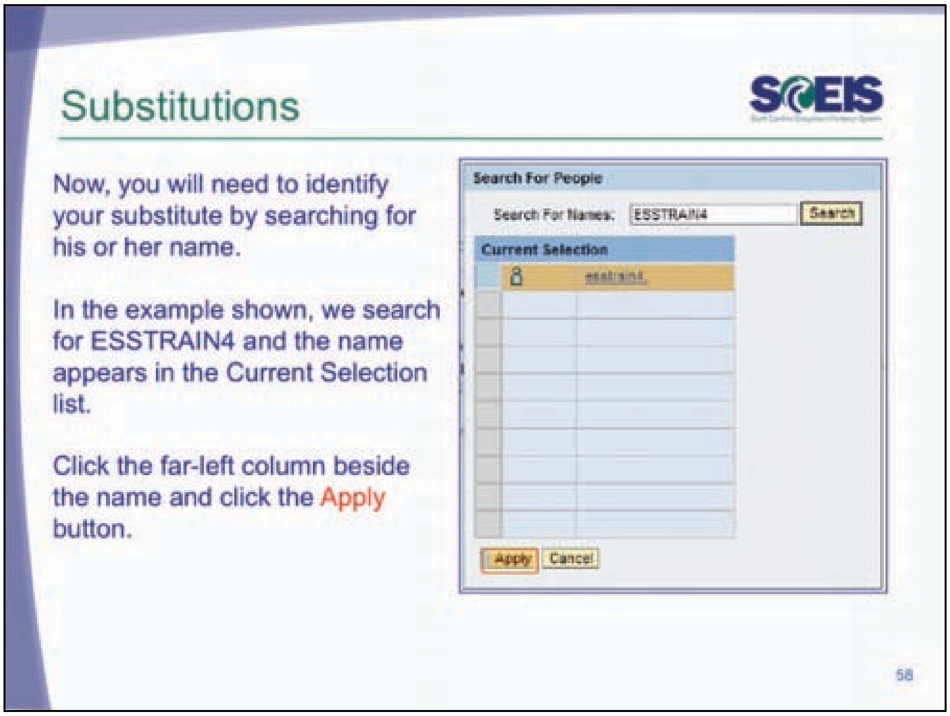


After clicking the Manage Substitution Rules link from the previous screen, you will see the Manage Substitution Rules window.

Note: If you already have a substitution rule in place it will be displayed in the table. Or, to continue the substitution process by clicking the Create Rule button.



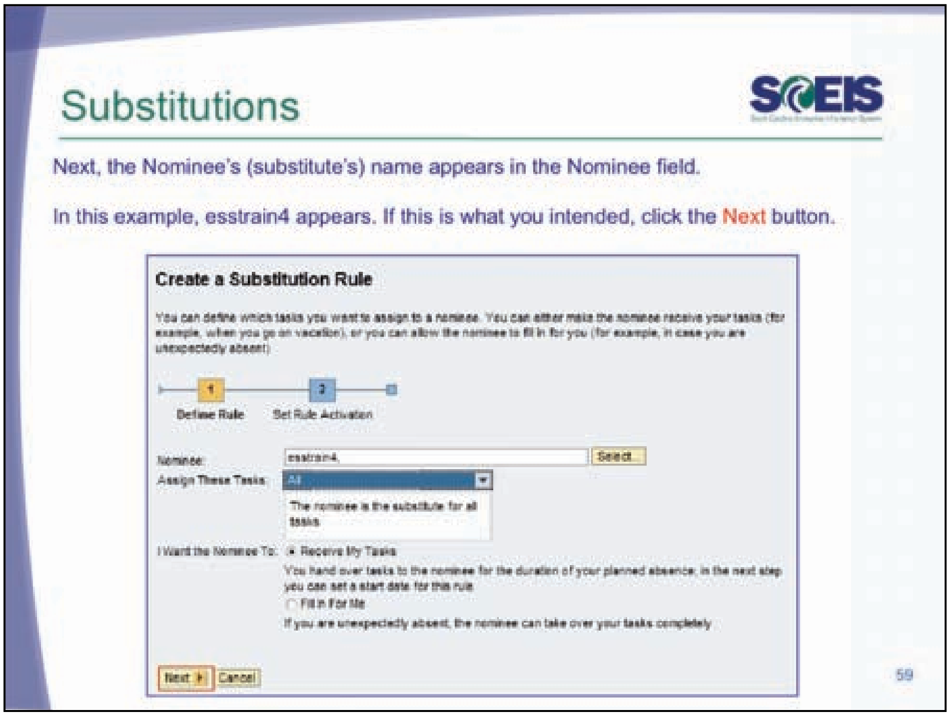
After clicking the Create Rule button, you will be directed to a screen that allows you to define which tasks you want to assign your substitute. In the I Want the Nominee To area, select Receive My Tasks or Fill in For Me. In the example shown, we selected Receive My Tasks. Then click the Next button.



After clicking the Next button, you will need to identify your substitute by searching for his or her name.

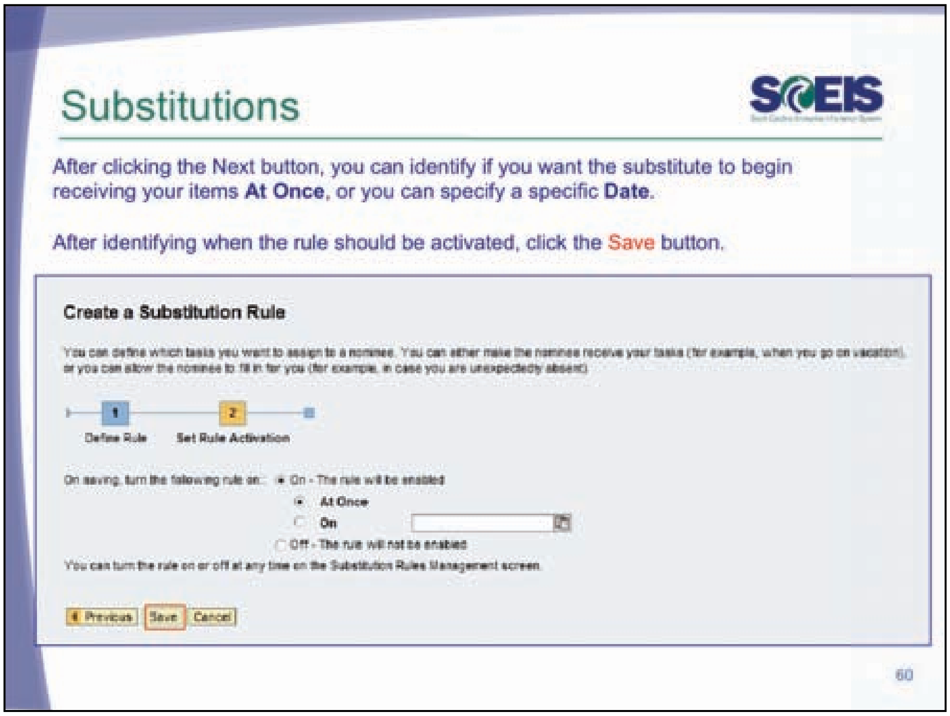
In the example shown, we search for ESSTRAIN4 and the name appears in the Current Selection list.

Click the far-left column beside the name and click the Apply button.



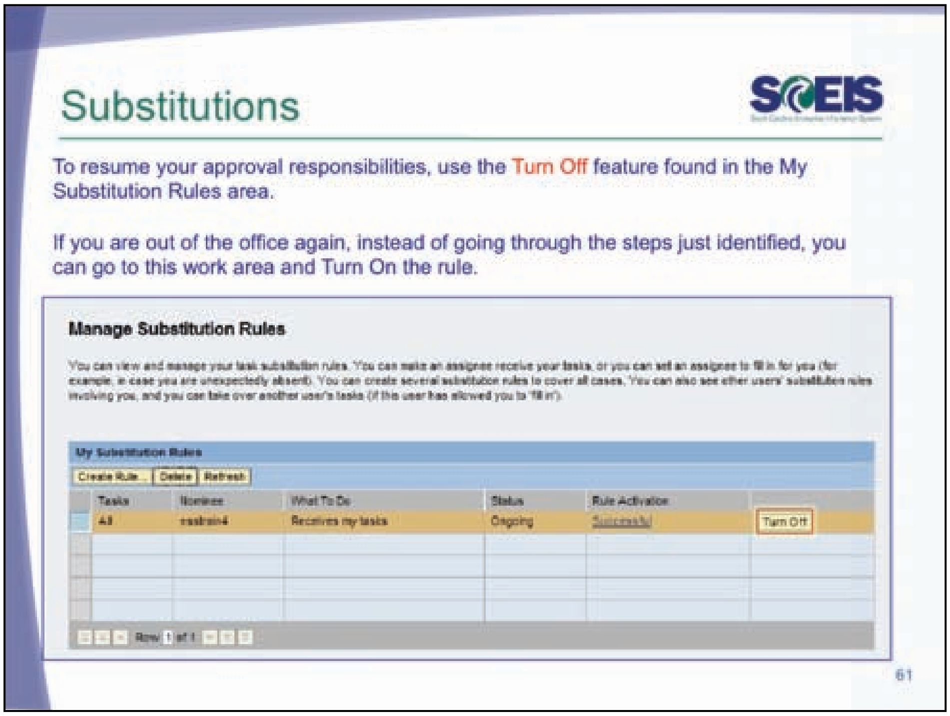
After clicking the Apply button, the Nominee's (substitute's) name appears in the Nominee field.

In this example, esstrain4 appears. If this is what you intended, click the Next button.



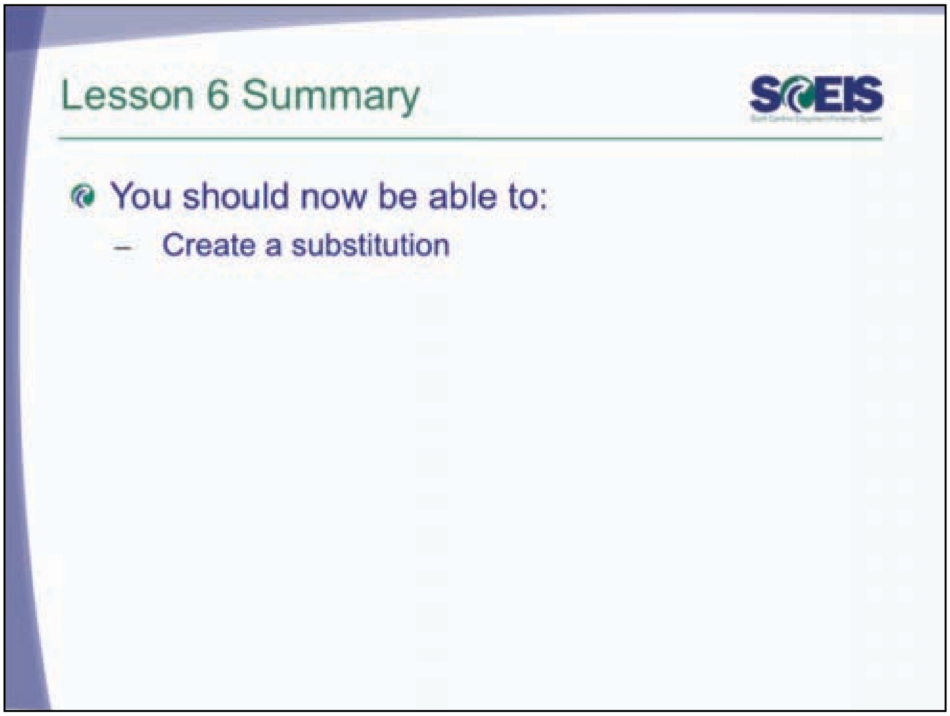
After clicking the Next button, you can identify if you want the substitute to begin receiving your items At Once, or you can specify a specific Date.

After identifying when the rule should be activated, click the Save button.



Once you are ready to resume your approval responsibilities, you can use the Turn Off feature found in the My Substitution Rules area.

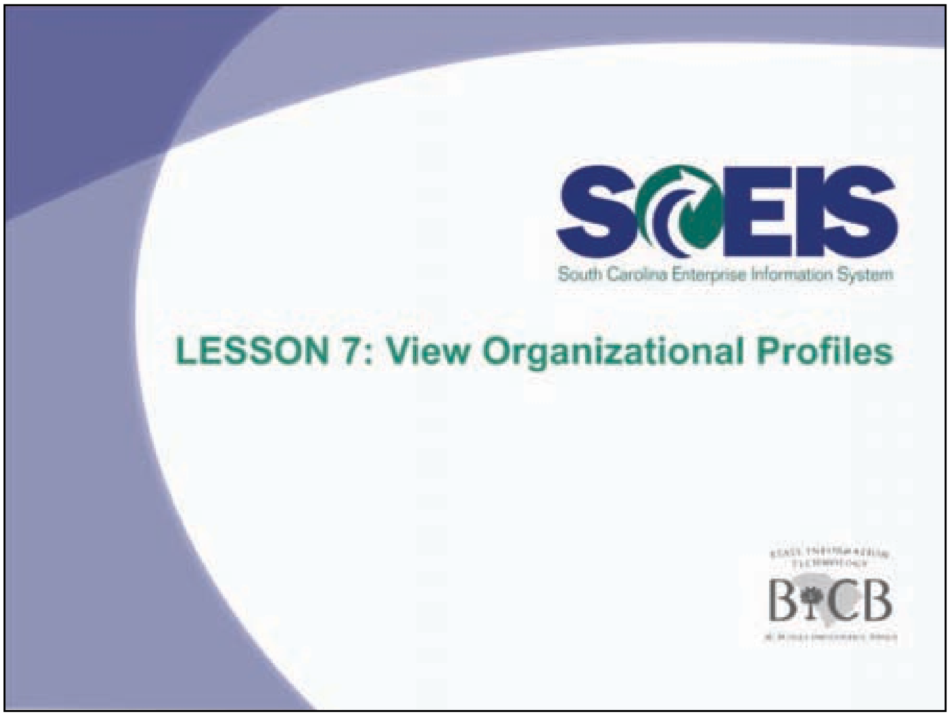
If you are out of the office again, instead of going through the steps just identified, you can go to this interface and Turn On the rule.



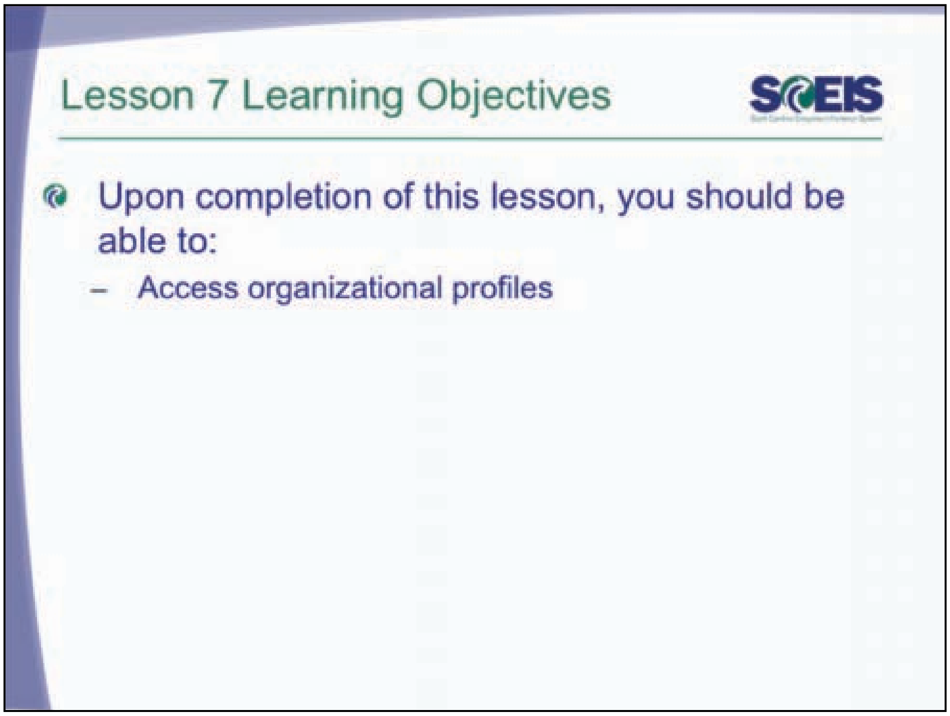
Lesson 6 Summary

You should now be able to:

- Create a substitution



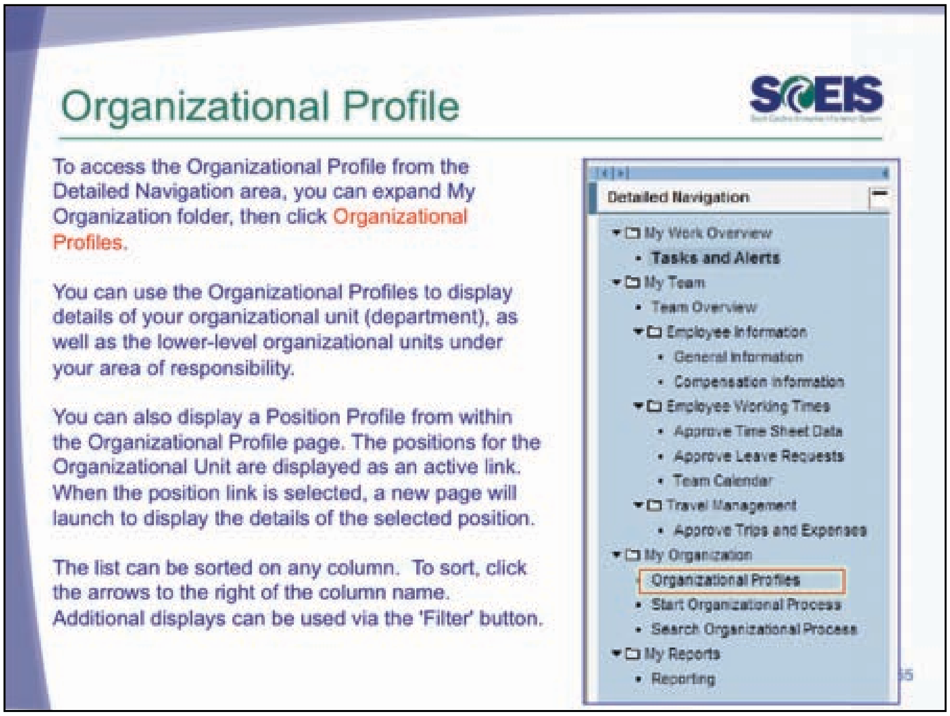
LESSON 7: View Organizational Profiles



Lesson 7 Learning Objectives

Upon completion of this lesson, you should be able to:

- Access organizational profiles

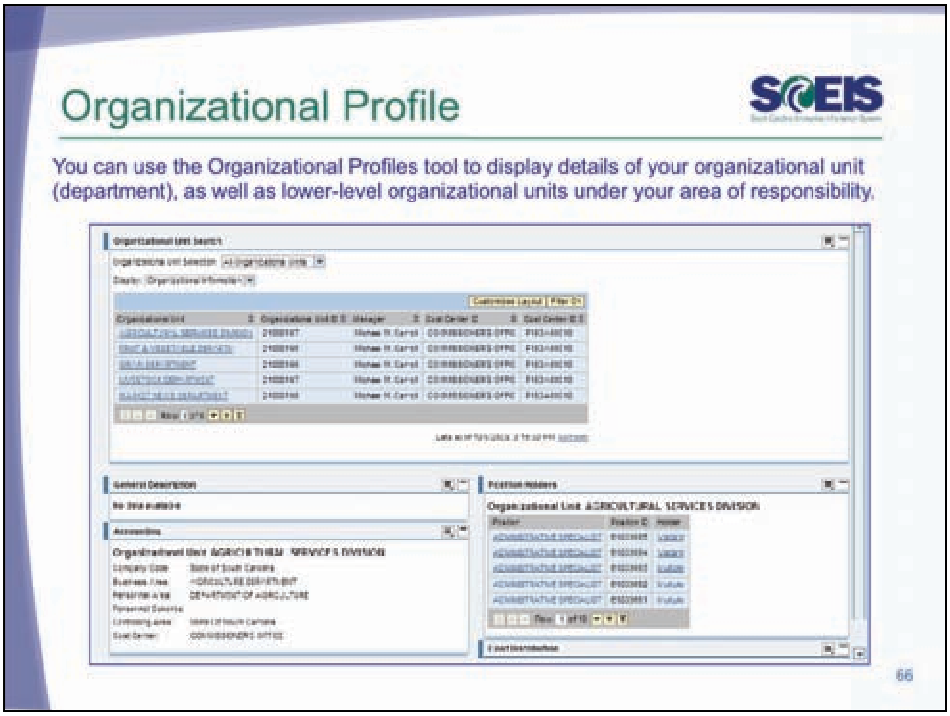


To access the Organizational Profile, from the Detailed Navigation area, you can expand My Organization folder, then click Organizational Profiles.

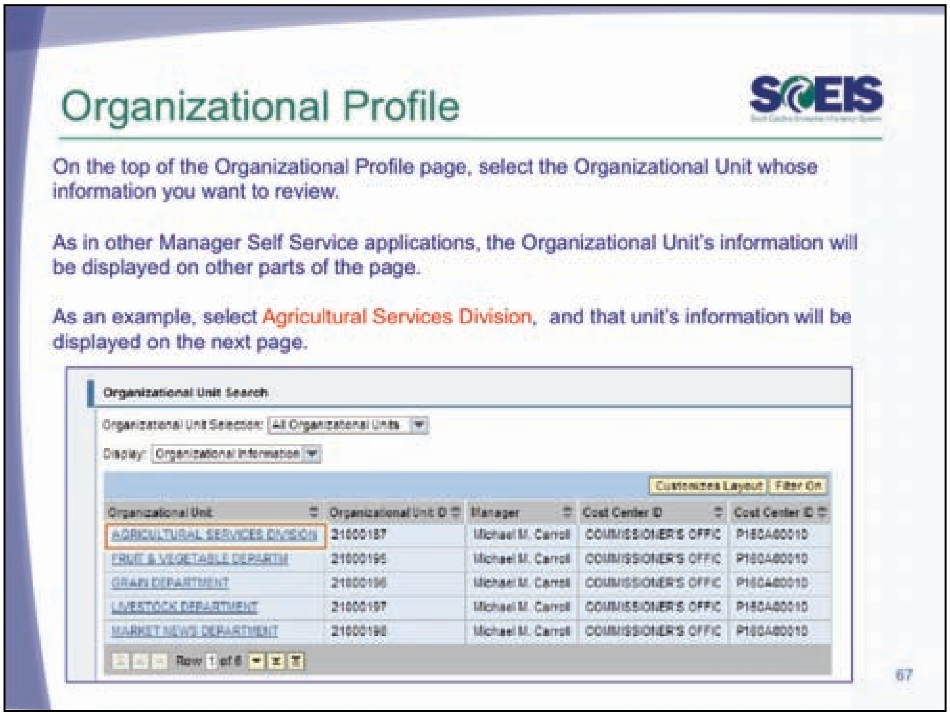
You can use the Organizational Profiles to display details of your organizational unit (department), as well as the lower-level organizational units under your area of responsibility.

You can also display a Position Profile from within the Organizational Profile page. The positions for the Organizational Unit are displayed as an active link. When the position link is selected, a new page will launch to display the details of the selected position.

The list can be sorted on any column. To sort, click the arrows to the right of the column name. Additional displays can be used via the 'Filter' button.



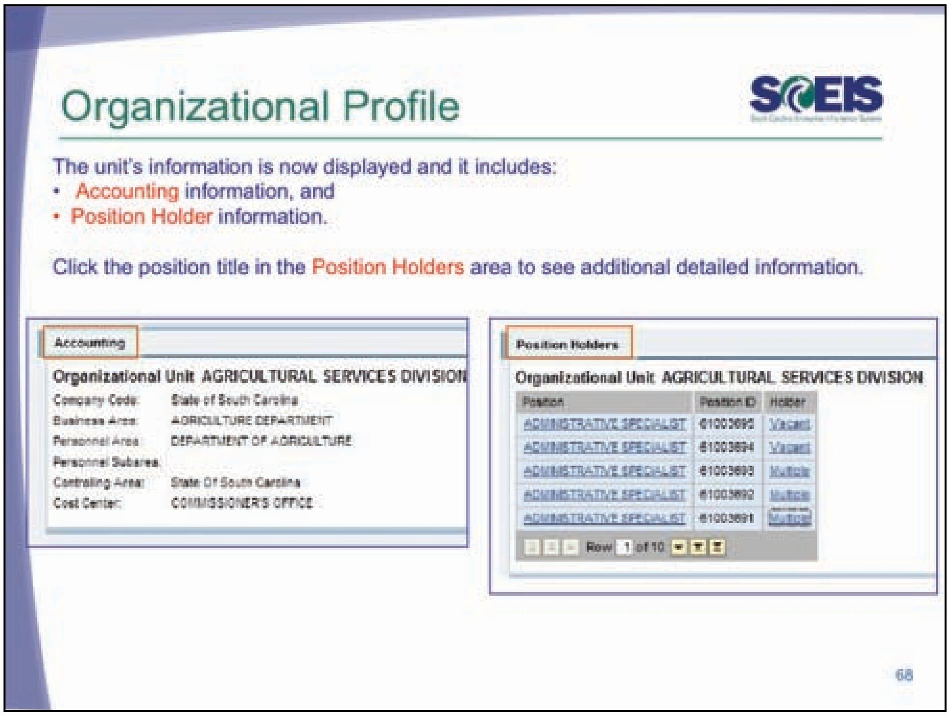
You can use the Organizational Profiles tool to display details of your organizational unit (department), as well as lower-level organizational units under your area of responsibility.



On the top of the Organizational Profile page, select the Organization Unit whose information you want to review.

Like other Manager Self Service applications, the Organizational Unit's information will be displayed on other parts of the page.

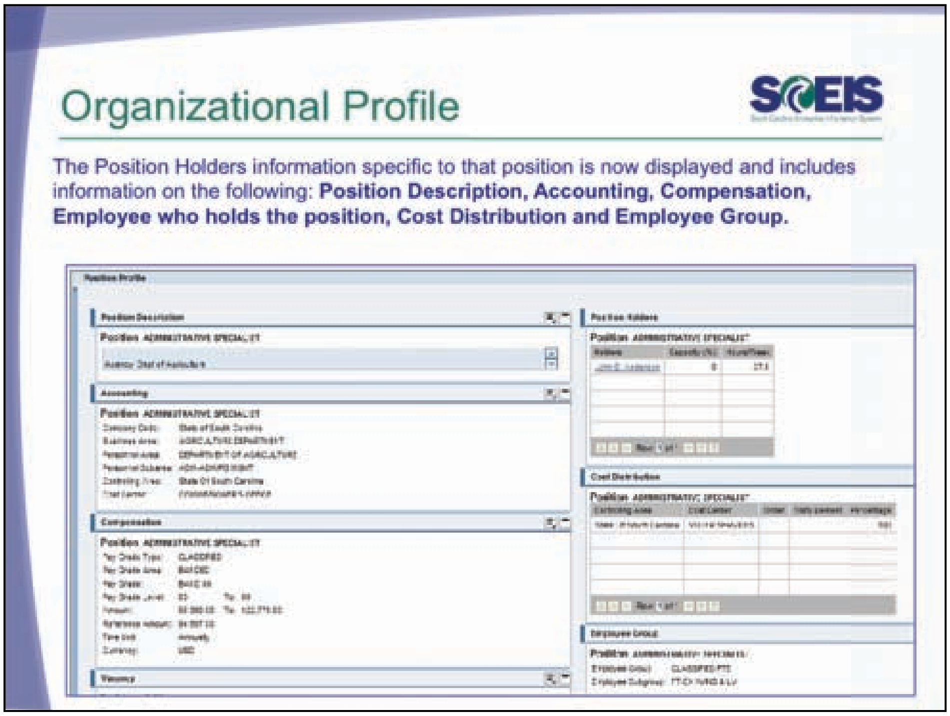
For example, if you select Agricultural Services Division, that unit's information will be displayed.



After identifying the Organizational Unit on the top of the screen, that unit's information is displayed, to include Accounting information and

Position Holder information.

Click the position title in the Position Holders area to see additional detailed information on a position.

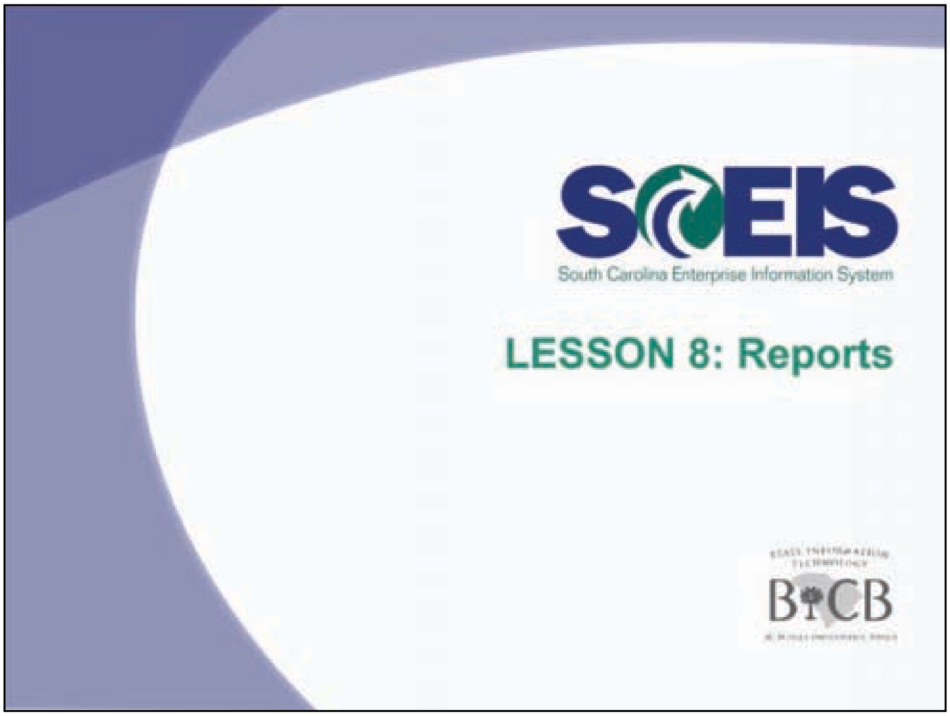


After clicking on one of the Position Holders, information specific to that position is displayed and includes information on the following: Position Description, Accounting, Compensation, Employee who holds the position, Cost Distribution and Employee Group.

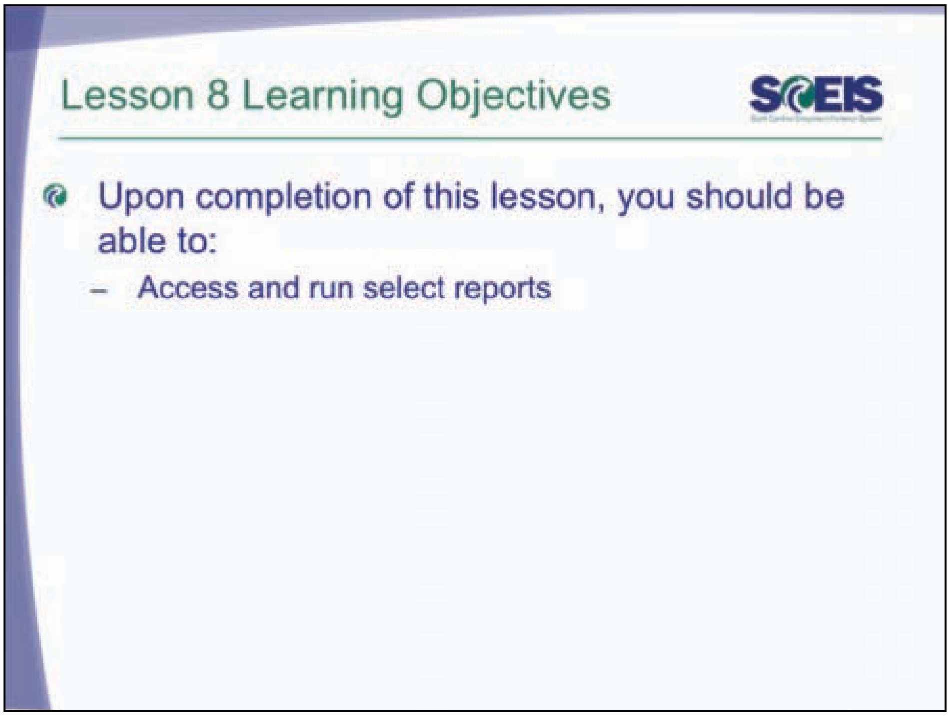
Lesson 7 Summary

You should now be able to:

- Access organizational profiles



LESSON 8: Reports

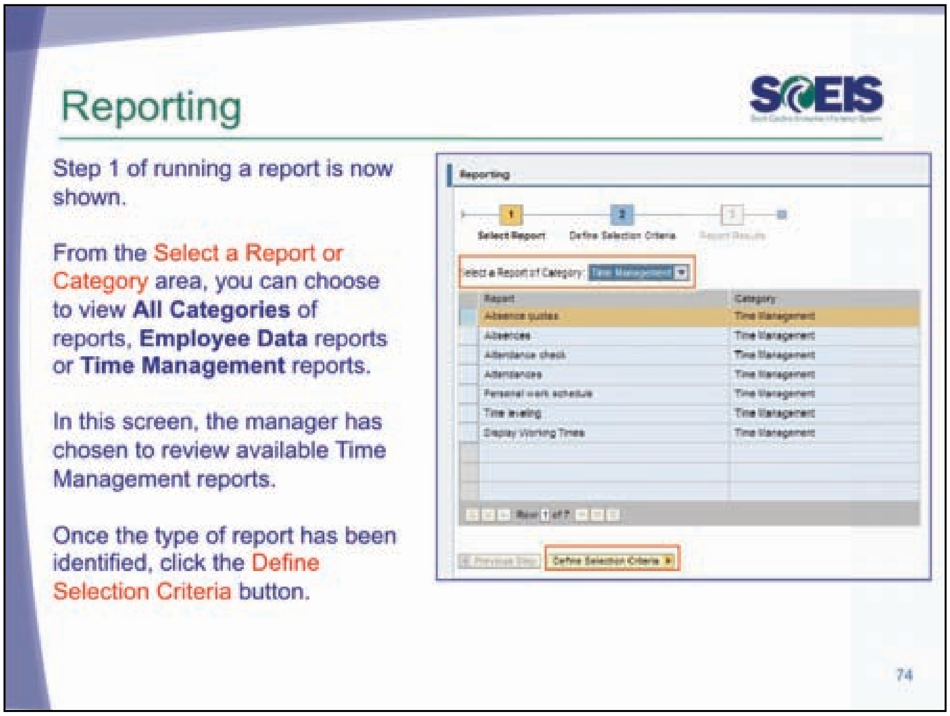


Lesson 8 Learning Objectives

Upon completion of this lesson, you should be able to:

- Access and run select reports

To access manager reports from the Detailed Navigation area you can expand the My Reports folder, then click Reporting.



After clicking the Reporting link from the previous screen, you will be taken to step one of running a report.

From the Select a Report or Category area, you can choose to view All Categories of reports, Employee Data reports or Time Management reports.

In this screen, the manager has chosen to review available Time Management reports.

Once the type of report has been identified, click the Define Selection Criteria button.

After clicking the Define Selection Criteria button, you will be taken to step two (Define Selection Criteria) in which you will be able to identify if you want to run the chosen report on all or some of your employees.

You can click on the Select All button to run the report for all of your employees.

Or to run the report on select employees, hold the CTRL key as you click in the column next to each employee's name whose information you want to review.

Once you have identified the employee(s) who you want to run the report on, click the Report Result button.

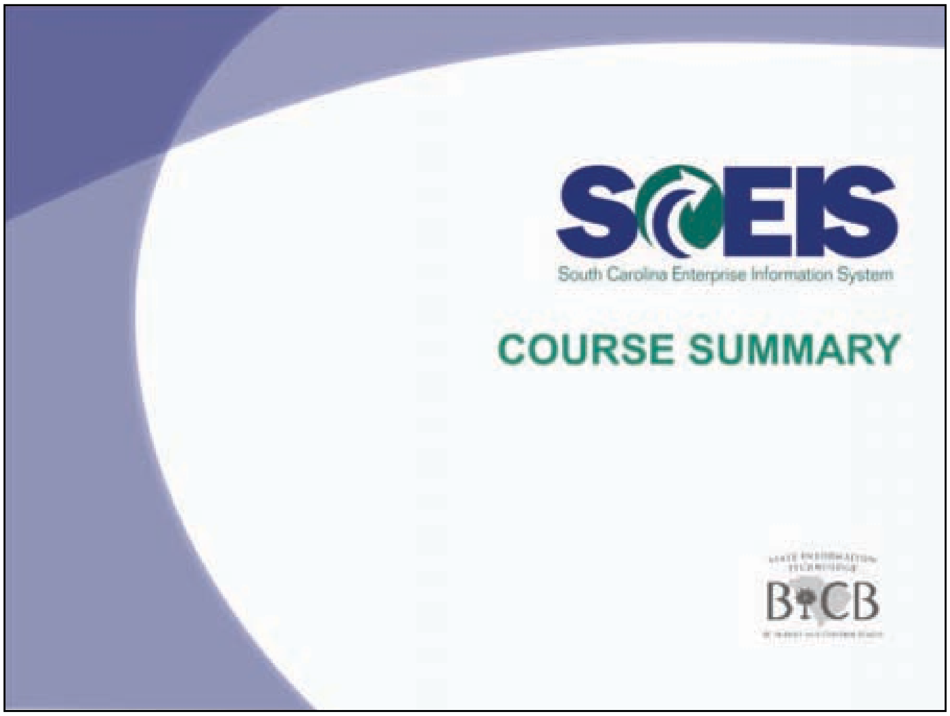
The report will open in a new window.

Step three indicates that the report has been generated. From here, you can Change selection criteria or Select another report.

Lesson 8 Summary

You should now be able to:

- Access and run select reports



COURSE SUMMARY

You should now be able to:

- Log on and navigate within the Manager Self Service area of the MySCEmployee website
- View employee general information which includes
    - Understanding how to enter time on behalf of an employee and
    - Understanding how to change an employee's contact information/emergency contact information
- View employee compensation information
- View the team calendar
- Approve employee time submissions
- Approve employee leave requests
- Create a Substitution
- View organizational profiles
- Access and run Manager Self Service reports

Please complete the online course evaluation. Upon completing the evaluation, you will have finished the requirements necessary to show “completion” for this course. Also, your input will help to shape future enhancements to the SCEIS End User Training Program.